



## **US Corporate Employee Handbook**

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## Introduction

### Welcome Letter from Human Resources

Dear Colleague,

Welcome to Vontier!

At Vontier you have the opportunity to make an impact. One of our core values is that we are stronger together, and that strength comes from our diversity as we bring people with different perspectives and backgrounds together to solve critical, world-changing problems. Our mission is to accelerate smart, sustainable solutions for the road ahead, so it is critical that how we do things is as important as what we do.

The attached Employee Handbook outlines our expectations for all Vontier team members. Along with our [purpose and values](#), the [Vontier Code of Conduct](#), and our [culture of integrity](#), it puts you on a path to grow, succeed, and win while conducting business honestly and fairly. The [Vontier Business System \(VBS\)](#) provides you with a valuable toolkit to accelerate growth and innovation.

Our shared success comes from the extraordinary capability of our teams, the passion you bring to your work, and the results you drive for yourself and for our customers. We're excited to have you on board as we mobilize the future to create a better world

Sincerely,

Amy L. Plasha  
Chief Human Resources Officer

# **1. Intent and Purpose**

Vontier Corporate is an organization with strong commitment to responsibility and integrity. Our **Code of Conduct** contains guidelines and requirements for conducting business with the highest standards of ethics and covers many common workplace ethics issues like conflicts of interest and gifts. You are responsible for thoroughly familiarizing yourself with the Vontier Standards of Conduct and following these standards. All references to “employee” or “you” in this document are referring to you, as an employee of Vontier Corporate. Similarly, this document may refer to Vontier Corporate as “Vontier” or “Company.”

This handbook is intended to welcome you to Vontier, set forth certain expectations and answer common questions you may have about our employee/employer relationship.

Please note that the information, procedures and practices outlined in this document are for general informational purposes only. They are not intended to be exhaustive or to address all possible situations. For that reason, if you have any questions concerning the content of this document you should contact the Human Resources department. Furthermore, the information, procedures and practices detailed in this document are subject to change and/or discontinuation at any time, except for your employment at-will. While Vontier maintains the right to modify, add or delete any portion of this document without notice, generally Vontier will endeavor to notify you of substantive changes through normal communication channels like Vontier’s intranet.

The employee handbook is not intended to create a contract of continued employment or alter the at-will employment relationship between you and Vontier. Nor does this handbook, in describing the Company’s policies or procedures, commit Vontier to follow any particular procedure in the course of imposing discipline or terminating employment. For further information, please refer to **Employment At- Will**.

This handbook applies to every Vontier Corporate employee based in the United States of America who is not subject to a Collective Bargaining Agreement. Vontier employees at some locations may be subject to different or additional practices and policies in accordance with state or local law. In the event of a conflict between these policies and applicable law, applicable law must be abided by and will govern. You may reference the **State Addenda** section for additional information.

This handbook does not apply to and is not necessarily reflective of the policies of Vontier Corporate’s Operating Companies. For specific information about an Operating Company’s policies and procedures, please refer to the Operating Company’s handbook.

## **A. Employment At-Will**

Employment at Vontier is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the CEO of the Company and the employee.

This means that either the employee or the Company may terminate the employment relationship at any time, for any reason, with or without notice. Employment at-will also means that the Company may make decisions regarding other terms of employment, including but not limited to promotion, transfer, demotion, compensation, benefits, duties and location of work at any time, with or without cause or advance notice.

Nothing in this employee Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to you is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to you in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by

the National Labor Relations Act. Such activity includes employee communications regarding wages, hours or other terms or conditions of employment. Vontier employees have the right to engage in or refrain from such activities.

## B. Confidentiality

As an employee, you are required to protect Vontier's confidential, proprietary information and trade secrets. Some employees are also subject to non-disclosure and confidentiality agreements. Please make sure you understand your obligations to protect and not disclose this information.

Nothing in this section prohibits you from reporting possible violations of federal or state law or regulation to any governmental agency or entity or making other disclosures that are protected under the whistleblower provisions of federal or state law or regulation, nor are you required to notify the Company regarding any such reporting, disclosure, or cooperation with the government.

Further, the Defend Trade Secrets Act, 18 U.S.C § 1833(b), provides an immunity for the disclosure of a trade secret to report suspected violations of law and/or in an anti-retaliation lawsuit, as follows:

(1) An individual shall not be held criminally liable under any Federal or State trade secret law for the disclosure of a trade secret that (A) is made (i) in confidence to a Federal, State, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or (B) is made in a compliant or other document filed in a lawsuit or other proceeding, if such filing is made under seal.

(2) An individual who files a lawsuit against an employer for retaliation for reporting a suspected violation of law may disclose the trade secret to his or her attorney and use the trade secret information in the court proceeding, if the individual: (A) files any document containing the trade secret under seal; and (B) does not disclose the trade secret, except pursuant to court order.

Nothing in this section supersedes any agreements between Vontier and you relating to **confidentiality**, **non-compete**, and/or **non-solicitation**. Any such agreements remain in full force and effect.

For further information, please see Vontier's [Code of Conduct](#).

## 2. Equal Opportunity and Commitment to Diversity

### A. Equal Opportunity Employment

Vontier's commitment to **inclusion, diversity, and equity** is represented in our vision statement "I belong here." Together we celebrate the uniqueness of all people. It's at the core of who we are, and the fuel that drives our success.

Vontier's policy is to comply with all applicable federal, state and local laws governing nondiscrimination in employment and to ensure equal opportunity in all terms and conditions of employment or potential employment.

Vontier prohibits discrimination and harassment against any employee or applicant for employment because of race, color, national origin, religion, ancestry, sex (including pregnancy, childbirth and related medical conditions), age, marital status, disability, veteran status, citizenship status, sexual orientation, gender identity or expression, genetic information, and other characteristics as protected by law.

Our commitment to equal employment opportunity applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee (including supervisors and co-workers), agent, client, customer, or vendor.

To implement this policy, Vontier will:

- Recruit, hire, train and promote qualified persons in all job titles, without regard to information, any characteristics or status protected by law;

- Ensure that employment decisions are in accord with principles of equal employment opportunity by imposing only valid job requirements;
- Ensure that all personnel actions and employment activities, such as compensation, benefits, promotions, layoffs, return from layoff, Vontier-sponsored programs, and tuition assistance will be administered without regard to any characteristics or status protected by law.

Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they (i) have engaged or may engage in filing a complaint, assisted or participated in an investigation, compliance investigation, hearing, or any other activity related to the administration of the Company's Equal Opportunity Employment policy, or (ii) have otherwise sought to obtain their legal rights, or opposed any act or practice made unlawful under any federal, state, or local equal employment opportunity law.

## **B. Pay Transparency**

Vontier will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, (c) consistent with the employee's legal duty to furnish information, or (d) pursuant to a legitimate business reason.

## **C. Anti-Harassment and Non-Discrimination**

Vontier is committed to providing and maintaining an environment that is free from all forms of discrimination and harassment, including sexual harassment, and treating all individuals with dignity and respect. Vontier strives to maintain a workplace in which each employee can achieve his or her full potential without being impeded by discrimination or harassment based upon race, color, gender, national origin, ancestry, age, sex (including pregnancy, childbirth, and related medical conditions), religion, marital status, veteran status, citizenship status, sexual orientation, gender identity or expression, genetic information, disability, or any other status or characteristic that is protected by applicable law.

Our practices and policies are intended to impress on every employee the seriousness of our commitment to this policy. Vontier's policy of anti-harassment and non-discrimination requires that all employees at all levels of our business conduct themselves in accordance with this policy in all that they do at and on behalf of Vontier. This policy also prohibits any other third party that an employee encounters in connection with Company business to harass, discriminate, or retaliate against any Company employee, applicant, contractor, or other Company worker on the basis of any legally protected status or activity. Any employee who engages in harassing, discriminatory or other behavior in violation of this policy will be subject to corrective action, up to and including immediate termination of employment.

Under this policy, harassment includes unwelcome verbal, written or physical conduct that targets or concerns an individual's protected characteristic (and in some circumstances that of his or her relatives or friends) that is so severe or pervasive that it (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment, or (2) has the purpose or effect of unreasonably interfering with an individual's work performance.

The Company prohibits such conduct, even if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment.

Sexual harassment is an issue that deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute unlawful sexual harassment when (1) submission to such conduct is an explicit or implicit term or condition of employment; (2)

submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Prohibited sexual harassment may include, but is not limited to, sexual propositions, sexual innuendo, suggestive comments, gender-based epithets, sexually-oriented "kidding" or "teasing," jokes about gender-specific traits or stereotypes, offensive visual conduct, including leering or making sexual gestures, and improper physical contact, such as patting, pinching, or brushing against another's body. Sexual harassment also includes accessing, displaying, storing, transmitting, or creating sexually related images, material or communications. This conduct is prohibited in the workplace, in the performance of duties on behalf of Vontier, or at a company-sponsored event. Prohibited sexual harassment may occur between persons of the same sex as well as of the opposite sex.

Vontier also forbids that any employee treat any other employee or former employee or applicant adversely for reporting harassment, discrimination, or retaliation, for assisting another employee or applicant in making a report, for cooperating in an investigation into such alleged conduct, or for filing an administrative claim with the EEOC or a state governmental agency. All employees who experience or witness any conduct they believe to be retaliatory are to immediately follow the reporting procedures outlined below.

For further information, please see Vontier's [Code of Conduct](#).

## **D. Reporting and Investigation of Complaints**

If you believe you have been the subject of harassment (including sexual harassment), discrimination or retaliation, have witnessed such conduct or any other conduct inconsistent with this policy, you should immediately report the concern to your manager, another member of management, or a member of the Human Resources or Legal departments. You may also report the concern anonymously via Vontier's [Speak Up!](#) hotline.

Any manager or supervisor who is aware of conduct inconsistent with this policy or who receives a report of conduct inconsistent with this policy must report the conduct immediately to a member of the Human Resources or Legal Departments.

For further information regarding reporting issues or concerns, confidentiality, the Company's response and commitment to non-retaliation, please see the [Code of Conduct](#) and information about Vontier's third party ethics hotline at [EthicsPoint](#).

Please note that any employee who commits a retaliatory act will be subject to disciplinary action appropriate to the circumstances and consistent with applicable law, up to and including termination.

## **E. Combatting Trafficking in Persons**

Vontier is required to notify its employees that "the United States Government has adopted a zero tolerance policy regarding trafficking in persons. Federal contractors and contractor employees shall not (1) engage in severe forms of trafficking in persons during the period of performance of the contract; (2) procure commercial sex acts during the period of performance of the contract; or (3) use forced labor in the performance of the contract." Appropriate disciplinary action up to and including termination from employment, will be taken against employees who violate this policy.

## **F. Reasonable Accommodation**

Vontier's policy is to comply with all applicable federal and state laws concerning the employment of persons with disabilities. Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or



other terms, conditions and privileges of employment.

Vontier will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so creates an undue hardship to the Company.

Vontier also makes reasonable accommodations for qualified applicants and employees who need an accommodation because of pregnancy (which includes pregnancy, childbirth, medical conditions related to pregnancy and childbirth, and breastfeeding) unless doing so creates an undue hardship to the business.

Please direct any questions or requests for accommodation to the Human Resources department.

### **3. Employment Relationship**

#### **A. Performance Management**

Performance management measures are used to advise employees whether they are meeting or exceeding performance standards, and to identify performance problems. Satisfactory performance and behavior are critical requirements for all employees. Discussions regarding job performance are ongoing and often informal. You should initiate conversations with your supervisor if you feel that additional ongoing feedback is needed.

Vontier is an at-will employer and reserves the right to terminate an employee at any time with or without cause, just as an employee has the right to terminate employment with Vontier at any time and for any or no reason. For further information, please refer to **Employment At-Will**.

Vontier reserves the right to determine the appropriate level of discipline for any inappropriate conduct or poor performance, including oral and written warnings, suspension with or without pay, demotion, reassignment and termination. Some of the factors that may be considered are whether the offense was repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization. Progressive discipline is not required. If you have any questions or concerns about performance management, you may contact Human Resources.

#### **B. Employee Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to employee file information on a need-to-know basis.

#### **C. Separation from Employment**

There are many reasons why the employment relationship between an employee and Vontier may end. Employment at Vontier is at-will, and either the employee or Vontier can terminate the employment relationship at any time, with or without notice, for any reason or no reason.

**Voluntary Termination** is a termination initiated by the employee. Employees may be asked to provide written notice of the intent to resign his or her employment with Vontier.

Employees will be considered to have voluntarily terminated in cases such as the following:

- The employee retires;
- The employee indicates he or she is resigning;
- The employee is absent from work for more than three consecutive workdays without notifying the appropriate manager of the reason for the absence and its expected duration (absent extenuating circumstances);
- Within three consecutive workdays following a scheduled return to work date from a leave of

absence, the employee does not return to work or contact the Company regarding the need for additional leave or reasonable accommodation, or of an intent to return (absent extenuating circumstances);

- The employee does not return or notify the Company of an intent to return within three consecutive workdays following the last date of a release to return to work by a physician in the case of absence due to illness or injury;
- The employee refuses to accept a comparable position or work assignment designated by that employee's manager and approved by the appropriate second level manager (except in limited situations involving returning from certain leaves or as otherwise required by applicable law); or
- The employee acts in any other way that indicates that he or she has abandoned employment with Vontier.

For guidance on verifying employee information, please see **Employment Verification and Requests for References**.

## **4. Workplace Safety**

### **A. Accidents in the Workplace and Workers' Compensation**

Maintaining a healthy and safe workplace is the responsibility not only of the Company, but of all employees.

If you become aware of any unsafe or hazardous condition or practice at the Company or any Vontier operating company, you must immediately report it to your manager and fill out the Vontier Incident Reporting Form, which is Attachment 1.

If there is an emergency at work or medical attention is required, call 911 immediately. For guidance specific to reporting and responding to different emergency and non-emergency situations, please reach out directly to the Gilbarco Greensboro EHS leader on 336-547-5000.

Incident reporting, recording, and investigation are equally important components of a program with the goal of gathering the information necessary to help prevent future incidents and also to ensure compliance with Company and regulatory agency reporting requirements. Since Vontier is a US-based company, Vontier follows the Occupational Safety & Health Administration (OSHA) standard for Accident Reporting, Recordkeeping and Investigation and any other applicable state or local laws.

You must report all occupational injuries, occupational illnesses, hazards and near misses involving employees, third-party contract staff, independent contractors, and visitors to Vontier Human Resources as soon as possible, but no later than within 24 hours of the incident. A Vontier Incident Reporting Form must be completed in full for each incident. A copy of this form can be obtained from the EHS Department and has been attached at the end of this document.

In addition to the completion of the EHS [Incident Reporting Form](#), if the injury or illness results in treatment, beyond first aid, by a physician, hospitalization, time lost from work, or an employee's death, the EHS Department must be notified immediately. For more information on Workers' Compensation, contact the EHS Department.

### **B. Workplace Violence Prevention**

Vontier is committed to providing a safe, violence-free workplace for our employees. Threats or any acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive and/or destructive actions. This policy covers any violent or potentially violent behavior that occurs in the workplace, while conducting business for Vontier, or at Company-sponsored functions.

All Vontier employees bear the responsibility of keeping our work environment free from violence or potential violence. If you witness or are the recipient of violent or aggressive behavior, you should immediately inform your manager, EHS Department or the Human Resources Department. No employee will be subject to retaliation, intimidation or discipline as a result of reporting a threat in good faith. For further information, please see [Reporting and Investigation of Complaints](#).

Any violent act or threatening behavior may result in disciplinary action up to and including termination.

## **C. Facility Security**

To assist in ensuring the security of our facilities, be aware of or alert to the following:

- Unescorted visitors around the office or work area
- People exiting the building or in the parking lots with boxes of assets or documents
- Anyone talking to others about emailing or copying sensitive business information
- Any unattended bags or boxes
- Any suspicious behavior

Request proper identification and building authorization from anyone trying to enter the building and report suspicious persons or behavior immediately to management.

If a serious incident is in-progress, call 911 to contact the police.

## **D. Weapons and Dangerous Devices**

No weapons or dangerous devices are allowed on any property operated by Vontier at any time to the fullest extent allowed by applicable law.

If you are aware of anyone in possession of a weapon and/or dangerous device on Company premises, while conducting business for Vontier, or at a Company-sponsored event, you should contact your manager, EHS Department or Human Resources immediately.

## **E. Drugs and Alcohol**

The use of illegal drugs and alcohol misuse by employees are inconsistent with the Company's long-standing commitment to maintain a safe, healthy, and productive work environment and a drug-free workplace. Illegal drugs are controlled substances that are not being used or possessed under the supervision of a doctor or other licensed health care professional.

Information about the dangers of drug abuse and alcohol misuse in the workplace, sources of help for drug and alcohol problems, including the Company's Employee Assistance Program ("EAP"), this policy, and the consequences that may result from violations of this policy, is available from the Human Resources Department.

### ***Voluntary Requests for Assistance***

Employees with drug and alcohol problems are encouraged to seek help before they become subject to discipline for violating this or other Company policies. The Company will support, assist, and accommodate such employees to the extent required by applicable law. The Human Resources Department can assist employees in a confidential manner, by referring them to the EAP, providing them with information about other community resources for evaluation, counseling, or treatment and helping them utilize any available employee benefits. Employees will not be disciplined by the Company because they request assistance. Employees may not however escape discipline by requesting assistance after they violate the Company's policies. In addition, employees who request assistance will not be excused from complying with the Company's policies, including its standards for employee performance and conduct.

### ***Work Rules Concerning Drugs and Alcohol***

Whenever employees are working, operating Company vehicles, machinery, or equipment, present on Company premises, or present in any other location performing services for the Company, they are prohibited from:

- using, possessing, buying, selling, manufacturing, distributing, dispensing or transferring illegal drugs;
- being under the influence of illegal drugs or alcohol; and
- possessing or consuming alcohol.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, or of prescription drugs that substantially impair their ability to perform their specific job duties in a safe manner.

This policy does not prohibit employees from the lawful possession and use of over-the-counter and prescribed medications. Employees have the responsibility to consult with their doctors or other licensed health care professionals about the effect of prescribed medications on their ability to perform their specific job duties in a safe manner, and to promptly disclose any work restrictions to their supervisors or the Human Resources Department. Employees should not however disclose underlying medical conditions, impairments or disabilities to their supervisors or the Human Resources Department unless specifically directed to do so by their doctors or other licensed health care professionals.

### ***Consequences***

Employees who violate this policy will be subject to appropriate disciplinary action up to and including termination of employment. If participating in a voluntary treatment program, an employee's return to work, reinstatement and/or continued employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of return-to-duty and follow-up drug and alcohol tests, and/or other appropriate conditions as determined by the Company.

### ***Testing***

The Company will conduct drug and alcohol tests in cases of pre-employment screening, reasonable suspicion, post-accident/injury and property damage situations, in accordance with applicable law.

### ***Workplace Searches***

Vontier reserves the right to conduct workplace searches and investigations at the Company's discretion and in a manner considered by Vontier to be appropriate to the circumstances and in accordance with applicable law. This policy exists to maintain the safety of our employees, customers, suppliers and visitors, the security of Company property and the maintenance of a drug-free workplace.

Employees should be aware that searches and investigations could include, but are not limited to, the following: searches of Company premises, files or other Company property; questioning of employees and other persons on Company premises; and inspection or search of packages, Company vehicles, or other personal property or articles brought onto Company premises. It should be noted that all offices, desks, lockers, other furniture, computers and computer files (including e-mail, voice mail, and other forms of network or electronic communications), and articles and equipment provided by Vontier are the property of Vontier and may be searched at any time at the Company's discretion.

An employee who fails or refuses to cooperate with an inspection, search or investigation may be subject to disciplinary action up to and including termination.

## **F. Severe Weather**

It is the policy of Vontier to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen emergencies, the Company reserves the right to close or delay the opening of a facility. In those situations, communication will come from your management team.

You have the right to make decisions concerning your personal safety and that of your family, influenced by such factors as school closures and police asking people to stay off the roads. Vontier managers will be supportive of employees' decisions.

## **5. Workplace Conduct**

### **A. No Solicitation**

You should be able to work in an environment that is free from unnecessary annoyances and interference with your work. In order to protect our employees and visitors, solicitation by any employee of any other employee (e.g., to purchase something, contribute to, join, support or oppose any endeavor, project or organization) is not permitted during working time. Distribution or circulation of any literature and any written material by employees is not permitted during working time. Distribution or circulation of literature/material is not permitted at any time (whether during working or non-working time) in any working areas. In addition, solicitation or distribution of materials or literature at any time by non-employees in Company facilities or on Company premises is strictly prohibited.

"Working time" refers to that portion of any workday during which the employee soliciting or distributing, or the employee who is being solicited or receiving the distribution, is supposed to be performing any actual job duties. It does not include other duty-free periods of time (for example, break periods and mealtimes). "Working areas" refers to that portion of any areas of Company property where employees normally perform work or where work is in fact being performed.

### **B. Electronic Communications and Internet Use**

Vontier computer systems and related applications and technologies are provided for Vontier business purposes. They are tools to drive our innovation and efficiency. We must safeguard these systems and applications, as well as the data stored on them, from damage, alteration, theft, fraud and unauthorized access. For further information on usage of Company computer systems and other technologies, please see the [Code of Conduct](#).

### **C. Mobile Device Policy**

Employees can review the Company [Mobile Device Policy](#) here.

### **D. Social Media Acceptable Use**

Employees may not post Company information on social media sites, such as Facebook, Twitter, SnapChat, Instagram, and TikTok. For purposes of this section, Company Information includes the Company's confidential, proprietary, and trade secret information, and other critical information that is not generally known to the public, such as customer and supplier identification and contacts, information about customers, Voice of the Customer data, reports or analyses, business relationships, contract terms, pricing, price lists, pricing formulas, margins, business plans, projections, prospects, opportunities or strategies, acquisitions, divestitures or mergers, marketing plans, advertising or promotions, financial data (including but not limited to the revenues, costs, or profits, associated with any products or services), business and customer strategy, techniques, formulations, technical information, technical know-how, formulae, production information, inventions, invention disclosures, discoveries, drawings, invention methods, systems, information regarding all or any portion of the Vontier Business System, lease structure, processes, designs, plans, architecture, prototypes, models, software, source code, object code, solutions, research and development, copyrights, patent applications, and plans or proposals related to the foregoing. Nothing in this section prohibits employees from discussing wages, hours, or terms and conditions of employment with one another.

## **Respect a Safe and Diverse Work Environment**

Social media activities can impact the work environment. Employees are prohibited from engaging in social media activities that include discriminatory remarks, harassment, threats of violence, defamatory acts, or physical intimidation against other employees, consultants, contractors, vendors, suppliers, or customers, or that involve unlawful conduct; such social media activities will result in disciplinary action up to and including termination.

Remember, Company IT resources cannot be used to access, send, receive, store, transmit, or create social media posts that contain (i) pornography or sexually explicit images or communications, (ii) images or communications that are inconsistent with the Company's Equal Employment Opportunity and Anti-Harassment and Non-Discrimination policies, or (iii) threats of violence or malicious acts or physical intimidation against another person.

## **Social Media about the Company**

- Employees should not speak to the media on the Company's behalf. All media inquiries, or requests from financial analysts about the Company's financial performance where comment is requested on behalf of the Company, are to be directed to the Corporate Investor Relations Department. Employees should politely reply that, "Vontier's policy is that all media requests be handled through the Investor Relations Department," and then immediately notify the Investor Relations Department.
- Employees should not represent that they are authorized to communicate on behalf of the Company. Employees who are authorized to engage in social media on behalf of the Company will receive specific rules and guidelines regarding such social media.
- Employees' social networking or statements made online could be attributed to the Company and may be regulated by law, such as the Federal Trade Commission's regulations on endorsements and testimonials, due to the employees' relationship with the Company. Accordingly, when discussing online or through social media the Company's products or services or its competitors or their products or services, employees must (a) identify their relationship to the Company and (b) clearly state that the views expressed are their own and not those of the Company.

This rule also applies if you link the Company website to your blog, website or other social media site.

Vontier may monitor content on the internet. Policy violations may result in discipline up to and including termination. For further information, please see [Confidentiality](#).

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to discuss terms and conditions of employment, such as wages and benefits.

## **E. Employment Verification and Requests for References**

Vontier managers and employees may not give out information (e.g., skills and work performance) about any employee to external sources, nor may managers and employees provide letters of reference for active or former employees.

All requests to verify current or past employment must be directed to Vontier Human Resources. The Company's policy as to references for employees who have left the Company is to disclose only the dates of employment and the title of the last position held. If disclosure is authorized in writing by the current or former employee, the Company also will provide a third party with the amount of salary or wage last earned.

## F. Financial and Charitable Contributions

Vontier may contribute to or participate in activities with certain organizations that benefit our industry, our Company, and the communities where we are located. These programs enhance Vontier's role as a good corporate citizen and provide an opportunity for Vontier to become familiar with community needs and assist with solutions. Vontier encourages your participation in company-sponsored and/or company-related programs; however, participation is strictly voluntary. For further information on political and charitable activities and contributions, please see Vontier's [Code of Conduct](#).

## G. Personal Appearance Policy

Work attire must be neat, clean and appropriate for the work environment. Questions about attire should be directed to local managers, who decide what is appropriate or not. Clothing must be free from pictures or writing that is political, offensive, controversial in nature, or otherwise likely to disrupt the workplace. This also applies to buttons, pins, lanyards, belt buckles, face coverings and other accessories.

## H. Remote Work Policy

### Introduction

Accelerating smart sustainable solutions for the road ahead has taken on a new meaning in workplace flexibility. We have greater access to connect with team members globally and reimagine better by demonstrating agility in the way we work. Remote work provides employees with a voluntary alternative work arrangement outside of the office, mostly from home, or another location for all or part of a regular workweek. Although not all jobs can be performed satisfactorily remotely, Vontier recognizes that having a policy that affords flexibility is beneficial.

This policy is intended to provide guidance on remote work arrangements. Certain roles, based on the nature and responsibilities of their work, may not be eligible nor appropriate for a remote work arrangement.

### Purpose and Scope

This document outlines Vontier's approach to supporting remote work arrangements for Vontier employees. The document should serve as a guide for both management and employees in determining eligibility for alternative remote work arrangements and appropriate remote working conditions.

This policy covers all employees in roles primarily designated to work on location at Vontier headquarters in Raleigh, NC. Employees in roles whose positions are categorized as fully remote may still be required to travel to Vontier headquarters, other company locations, customer locations, or supplier locations as required.

Employee remote work arrangements approved under this policy can be modified at any time to update employee worksite requirements, including, but not limited to changes to the remote work arrangement schedule or to end the remote work arrangement. All changes to remote work arrangements must be approved by the employee's manager. Approved remote work arrangements are designed to continue to be evaluated over time.

### Eligibility

Employees may be eligible to work remotely if their job responsibilities can be fully accomplished outside of Vontier headquarters leveraging technology available at the time. All remote work arrangements, including frequency and duration, are to be determined with the agreement and approval by your manager.

Managers should evaluate the request and opportunities for remote work considering the following criteria.

- Job responsibilities are such that there is no difference in the level of service or productivity; provided to the customer (internal or external) regardless of work location;
- The role does not rely on access to resources only available at the workplace;
- The remote workspace allows for all safety and privacy requirements to be upheld;
- All local legal requirements can be met

Eligibility and suitability of team members to participate in remote work will vary among departments depending on



the function and responsibilities of the employee.

### **Employee Responsibilities**

The following are the responsibility of the employee:

- Continued compliance with local and federal laws and regulations, as well as Vontier policies, standards, and procedures;
- Ensuring there are no restrictions affecting home/renter's insurance policies and applicable visas when working remote;
- Ensuring the necessary office equipment, software, internet connection and network connectivity are conducive to a productive work environment;
- Maintaining flow of communication with your manager and coworkers as needed to be effective in the role

### **Working Conditions**

We understand that when working remotely, whether from home or elsewhere, distractions and interruptions can and do happen. However, employees should follow these guidelines whenever possible.

- Work in a room or an area with minimal distractions (loud noises, passersby, televisions, etc.) and adequate lighting. Work areas should have a reliable and secure internet connection
- Please utilize your integrated webcam during meetings and calls.
- Monitors, keyboards, and mice can be provided by IT. Any other purchases that you may need to create a comfortable working environment can be purchased through the Staples Work at Home program. If you pass the \$500 program limit, you can also utilize the Staples Employee Purchase Program
- Maintain confidentiality and security when working remotely. This includes locking your computer when not in use, using VPN if you are connected to a public Wi-Fi network, shredding confidential materials and not leaving equipment or written or printed materials unattended in public areas

### **Safety**

Employees are expected to maintain their remote workspace in a safe manner, free from safety hazards. Telecommuting employees are responsible for notifying their supervisor as soon as practicable in the event of any injuries sustained in a home office location and in conjunction with regular work duties.

Vontier is not liable for injuries or damages to the person or property of third parties or any members of the employee's family in the remote workplace.

### **Other Requirements/ Considerations**

Employees working remotely are expected to maintain the same level of quality, productivity, and professionalism as required when working onsite. Unsatisfactory conduct or performance may result in the revocation of remote working privileges and/or disciplinary action. Vontier has the right to refuse, cancel or suspend remote work and telecommuting privileges at any time for any individual or group.

### **Interaction with Other Policies**

Employees working remotely are still expected to adhere to other company policies, including those in the Employee Handbook and Code of Conduct.

### **Tax Implications**

Employees regularly performing work outside of their primary designated location may be subject to different state or local income taxes. Please consult with a tax professional for additional information and guidance.

### **Summary**

Our goal is to create an inclusive, flexible workplace. The cornerstone to ensuring success is communication. Make sure you are communicating with your manager, your coworkers and your customers (both internal and external) often; especially when circumstances may change.

## **6. Employee Benefits**

### **A. Employee Benefits Overview**



We understand that benefits are an important component of your overall Vontier career experience, along with compensation, development & learning, and career opportunities. Vontier continually strives to deliver a competitive benefits package that is highly valued by our employees.

For comprehensive information about benefits enrollment, please see [US Benefits](#) on InsideVontier and the [Benefits Overview](#), or contact Human Resources. All benefits provided under an employee benefit plan are governed by the terms and conditions of the applicable employee benefit plan documents in accordance with applicable law.

## **7. Time off and Leaves of Absence**

### **A. Holidays**

The days on which the Vontier Company holidays are scheduled are chosen based on the business needs and standard practices of the Company. For information about holiday schedules for the current year, please refer to the current year's Corporate Holiday Schedule.

#### **1. Compensation and Eligibility for Company Holidays**

All regular, eligible employees will receive holiday pay for Company-paid holidays. Holiday pay will vary depending on an employee's status as noted below:

- **Full-time Employees** whose work schedule is 40 hours/week: Holiday pay equals eight hours normal shift pay at the straight time rate.
- **Part-time Employees** whose work schedule is at least 20 hours per week: Holiday pay equals four hours pay at the straight time rate.
- **Part-time Employees** whose work schedule is less than 20 hours/week: Not eligible for holiday pay.
- **Operating Company Hosted Employees.** Employees on the payroll of an operating company other than Vontier Corporation, will follow the holiday schedule and vacation policy applicable to their assigned operating company.

#### **2. Floating Holidays**

In addition to the Company-designated holidays, the Company provides employees with three floating holidays per calendar year.

Floating holidays are not carried over from year-to-year and must be used in accordance with the following guidelines, unless otherwise required by applicable law:

- Must be scheduled with and approved by an employee's manager;
- Must be used in full-day increments corresponding with the full or part-time status of the employee;
- May not be used on the last day of employment;
- Will not be paid to an employee upon termination unless required by applicable law;
- Will not be paid out if unused at the end of the calendar year.

During their first year, new hires/transfers will be eligible for a pro-rated number of floating holidays as follows:

- Hired in Q1 = 3 days
- Hired in Q2 = 2 days
- Hired in Q3 = 1 day
- Hired in Q4 = 0 days

### **B. Vacation and Time Off Policies**

## 1. Vacation

Vontier provides opportunities for rest and relaxation by granting vacation with pay to eligible employees. You are strongly urged to take advantage of this benefit by scheduling time away from the job.

Vacation may not be used for the purpose of extending an employee's active status and postponing termination.

Employees will earn vacation time each calendar year pursuant to the below schedule.

<b>Years of Service</b>	<b>Total Annual Vacation Time</b>	<b>Vacation Accrual</b>
1 yr. to < 5 yrs. (prorated in yr. 1)	15 days	4.62 hrs. per pay period
5 yrs. to < 11 yrs.	20 days	6.062 hrs. per pay period
11 yrs.	25 days	7.7 hrs. per pay period

Employees must use accrued vacation in the calendar year earned and may not carry forward any unused vacation into the next calendar year, unless otherwise stated by applicable state law. An employee forfeits any accrued vacation that is not taken by the end of the calendar year, unless otherwise required by applicable state law. Pay is not available in lieu of time off. If your employment with the Company ends for any reason, the Company will pay you any accrued but unused vacation.

An employee may not take vacation before it has accrued, unless approved in advance by the employee's manager. It is expected that vacation will be scheduled in advance and approved by your manager. Employees should make every reasonable effort to schedule vacation with as much advance notice as possible. Approval of scheduled vacation time is within the discretion of the employee's manager. Vacation days must be taken in full day increments, unless vacation time is used during FMLA leave or other approved intermittent leaves pursuant to state law or Company policy.

## 2. Sick Time Policy

Unless otherwise required by state or local law, the following guidelines will apply to use of sick time:

- Employees will be entitled to 40 hours of paid sick time per calendar year.
- Employees may not carry over unused sick time to the following year. All sick time will be forfeited at the end of the calendar year.
- Employees may use sick time to care for their own illness, injury, or related medical treatment or evaluation.
- Sick time must be used in half-day or full-day increments.
- Medical certification and/or a fitness-for-duty evaluation may be required.
- The Company will not pay out any accrued but unused sick time upon termination of employment, regardless of the reasons for termination.

Please see the applicable state addendum for information about state or local sick time requirements in the jurisdiction where you work. Vontier will administer sick time in accordance with applicable state or local law.

## C. Bereavement Leave

You may be eligible for bereavement leave with pay in the event of a family member's death. For purposes of the policy, family members include an employee's spouse, domestic partner, child, mother, father, brother, sister, step-parent, step-child, grandparent (including those of your spouse/domestic partner), grandchild (including those of your spouse/domestic partner), brother or sister-in-law (including those of your spouse/domestic partner), mother or father-in-law (including those of your spouse/domestic partner), aunt or uncle (including those of your spouse/domestic Partner), cousin, niece or nephew.

Bereavement Leave is subject to approval and employees must notify their manager of a need for bereavement leave as soon as practicable under the facts and circumstances, generally the same day or the next business day after the employee learns of the need for Bereavement Leave.

For more information please refer to the Bereavement Policy found on the [Vontier Benefits portal](#).

## D. Jury Duty

The Company supports employees in their civic duty to serve on a jury. Employees should provide notice to their manager of a jury duty summons as soon as possible and no later than 10 days prior to scheduled service, in order to accommodate work scheduling needs. It may be necessary for Vontier to ask an employee to attempt to reschedule the employee's jury duty responsibilities in the event of critical projects or tasks to be completed.

Eligible employees will be compensated for up to 5 days (not to exceed 40 hours) of scheduled work per calendar year missed due to summons for jury duty, or as otherwise required by applicable law. The salary of exempt employees will not be reduced for any week in which they perform any work, and also serve on a jury.

For more information please refer to the Jury Duty Policy found on the [Vontier Benefits portal](#).

## E. Family and Medical Leave Act (FMLA)

Because leave of absence laws can be complex and vary from state to state, employees are encouraged to consult with their managers or Human Resources as early as possible when a leave may be needed. For information on leave under the Family and Medical Leave Act, please see the FMLA Policy found on the [Vontier Benefits portal](#).

## F. Short-Term Disability

Vontier's short-term disability plan is a benefit that provides pay for eligible regular employees working a

minimum of 20 hours per week who are unable to work due to illness, injury, or disability not related to work, after an absence of more than seven consecutive calendar days. Any leave during which an employee receives short-term disability benefits will count towards an employee's FMLA Leave allotment, as well as medical leave provided by state/local law or Company Policy. For further information, please see instructions for [Reporting your Disability Claim](#).

Vontier provides all employees with Company-Paid Long-Term Disability insurance. Employees are covered up to 50% of their salary subject to a maximum benefit amount. Employees will be automatically enrolled in this plan.

## **G. Military Service Leave**

Under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), employees who enter the military or "uniformed services" may take military leave without pay and are provided reinstatement and retention rights in accordance with the provisions of that law as described below. In addition, Vontier, in accordance with both federal and state law, does not discriminate against employees and applicants for employment because of their membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

For more information, please refer to the Military Leave Policy found on the [Vontier Benefits portal](#).

## **8. Employee Time and Pay**

### **A. Paychecks**

Vontier's US pay period is biweekly. For further information, please see the US Payroll Schedule.

You are strongly encouraged to take advantage of direct deposit because of the many advantages it offers. Direct deposit provides the convenience of having paychecks electronically deposited into checking or savings accounts. Direct deposit can be established by submitting a Direct Deposit form on Ceridian Dayforce. Instructions are available on the [Time and Pay site](#).

### **B. Deductions from Pay/Safe Harbor**

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the Company or during the last week of employment, the employee will only be paid for actual days worked. In addition, an employee may be paid only for days

worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

### **C. Improper Deductions**

If an employee believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources Department. The report will be promptly investigated, and if it is found that an improper deduction has been made, the Company will reimburse the employee for the improper deduction.

### **D. Time Reporting**

All hourly, non-exempt employees are responsible for completing accurate weekly time reports showing all time actually worked. All time entries must accurately represent actual time worked. All absences from work schedules should be appropriately recorded. Altering, falsifying or tampering with timekeeping records, recording hours not worked, working hours not recorded on your time record (i.e., working “off the clock”), having someone else record your time or recording another employee’s time, and performing overtime work not specifically authorized in advance are all serious violations of Company policy which may result in disciplinary action, up to and including termination. If anyone encourages you to work “off the clock” or otherwise falsify your time record, you must notify Human Resources immediately.

Hourly employees are required to log into the system to record start time and end time each workday, start and end times of their meal break, as well as any absences (time off such as vacation or personal floating holidays). The system will automatically calculate overtime for non-exempt employees. Employees are responsible for reviewing their time each week and ensuring it is accurate. Additionally, managers are expected to review and verify their direct reports' time each biweekly pay period.

Salaried, exempt employees do not need to record their time worked each day. However, they should still enter in any absences (e.g., vacation days, personal floating holidays, etc.) into the system.

Instructions for how to report time are posted on the [Time and Pay site](#).

### **E. Attendance**

Dependable attendance and punctuality are a condition of employment and are an important part of individual and collective productivity. Attendance and punctuality should be managed the same as any other performance dimension. The following should be communicated to hourly employees by their managers:

- Starting and quitting times;
- Meal and rest periods;
- Number of work hours required on a daily and weekly basis; and
- Policies regarding overtime.

All employees need to know that it is their responsibility to notify their managers before missing work or arriving late. Notification after the scheduled starting time is acceptable only in unusual, unpredictable, or emergency circumstances. Employees are expected to schedule time away from work with management approval, in advance whenever possible.

Each manager is responsible for the attendance of his or her staff. This includes managing employees' time off requests to limit interference with the efficient operation of the work group. With the exception of protected sick time or other legally required leave, managers have the final say in approving or not approving employees' time off requests, regardless of how much time an employee has accrued.

Some absences are protected under various country, state, and local laws. These include but are not limited to time off under the FMLA or similar state leave, military leave, workers' compensation leave, time off as an

accommodation, paid sick leave, jury duty, voting leave, or any other time off required by applicable law. If employees miss time due to these reasons, the absences may not be used in calculating attendance statistics for the purposes of enforcing a work group's attendance policy or performance management. For more information about protected absences, employees should refer to the [Family and Medical Leave Act \(FMLA\) Policy](#), the Leave of Absence section of this Handbook, any applicable state addendum, and/or contact their Human Resources Business Partner.

## **F. Meal and Rest Breaks**

Hourly, non-exempt employees are entitled to a 30-minute unpaid meal break each day. Employees are also entitled to two paid 10-minute rest periods each day.

To ensure that we are fairly complying with these requirements, and that we are maintaining a healthy and productive workplace, we ask that managers encourage and ensure that their non-exempt employees take their meal period breaks daily, even if an employee would prefer to work through lunch.

## **G. Lactation Breaks**

Reasonable breaks will be provided to breastfeeding mothers in order to express breast milk following the birth of a child or as required by applicable law. An appropriate, private location at your facility, other than a bathroom, will be made available for these breaks.

See Human Resources for more information or questions.

## **H. Overtime**

Non-exempt, hourly employees will be paid overtime for actual hours worked in excess of 40 hours in a workweek or as otherwise required by applicable law. Paid leave, such as holiday, vacation, bereavement time, jury duty, family and medical leaves, and other leaves will not be considered work time for purposes of calculating overtime. All overtime work must be approved in advance by an employee's supervisor or manager. Although the Company will pay employees for all hours worked, employees who do not get prior approval to work overtime may be subject to disciplinary action.

As a matter of Vontier policy, non-exempt, hourly employees will be paid overtime as 1.5 x their regular rate of pay\* unless a greater amount is required by state law, in which case applicable state law will apply.

*\*An employee's regular rate of pay will be calculated in accordance with applicable law.*

## **I. Travel by Hourly, Non-Exempt Employees**

When hourly, non-exempt employees travel in the course of their job duties, including training, the Company will reimburse the reasonable and necessary business expenses which are incurred by employees. For further information, please see the [North America Travel and Expense Policy](#).

While traveling, employees are responsible for maintaining proper expense and time records, to be approved by the appropriate manager. Details on specific circumstances and how they should be recorded are outlined below.

### **Commuting Time**

Normal travel time between home and work is considered normal commuting time and is not eligible for compensation as hours worked, except where listed below.

### **Travel by Air**

When the employee leaves from home, travel time to be considered as hours worked begins when the employee arrives at the airport for departure until the employee reaches their destination (such as a hotel or the worksite) or as otherwise required by applicable law.

When the employee returns home, travel time to be considered as hours worked begins when the employee leaves their destination (such as a hotel or the worksite) and ends when the employee arrives at his or her airport of origin, or as otherwise required by applicable law.

### **Travel by Automobile**

Travel as a passenger in an automobile is not automatically considered as hours worked. If the travel does not involve an overnight stay, all time spent as a passenger or a driver is considered hours worked (minus the employee's regular commuting time if they do not first report to their assigned worksite). Where travel involves an overnight stay, only those hours that an employee spends as a passenger that cut across the employee's normal work schedule (including non-work days) are considered hours worked. If the employee is traveling to a work or training site at a distance substantially greater than their normal commuting distance, travel time is considered hours worked when traveling between the home or hotel and the work or training site. Authorized travel time spent driving an automobile at the direction of the Company is considered hours worked regardless of whether the driving occurs during an employee's normal work schedule. If an employee elects to drive a car as a matter of personal preference when an authorized flight or other travel mode is available, and the travel time by car would exceed that of the authorized mode, only the travel time that occurs during the employee's normal work hours (on any day of the week) will be considered as hours worked, unless otherwise required by applicable law.

### **Time Zones**

When an employee travels between two or more time zones, the time zone employed with the point of departure should be used for entering working hours or as otherwise required by applicable law.

### **Reporting Time**

Employees are responsible for accurately tracking and reporting eligible travel time as hours worked on their timesheets. For further information, see [Time Reporting](#) and [Meal and Rest Breaks](#).

## Acknowledgement of Employee Handbook

I have received my copy of the Employee Handbook.

The Employee Handbook describes important information about Vontier, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Vontier voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that, other than the CEO of Vontier or designated representative of the Company, no manager, supervisor, or representative of Vontier has any authority to enter into any agreement for employment other than at-will; only the CEO of the Company has the authority to make any such agreement and then only in an individual written agreement signed by the CEO of Vontier and me.

This manual and the policies and procedures contained in this Handbook supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with Vontier.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by Vontier, and the Company reserves the right to change my hours, wages, and working conditions at any time. Vontier will communicate such changes, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Vontier is employment at-will. This means that either Vontier or myself may terminate the employment relationship at any time, for any reasons, with or without notice. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Vontier or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date





## EHS 2020 INCIDENT REPORTING- ATTACH 1 ASSOCIATE STATEMENT OF INCIDENT

- Any incident that is a near miss or injury must be documented using this form the day of occurrence (written/signed by the Associate). By signing this you are acknowledging awareness of the following.
- You **must get EHS or HR approval before any visits to see a medical professional** for what you believe is a work related injury. Any follow-up visits requested by the examiner must be approved by EHS.
- You must come to work unless you have been written out of work by a medical professional designated by the Vontier Workers Compensation Program.
- You must notify your manager of any planned absences/restrictions due to worker's compensation visits.
- If you have been prescribed medication prior to a worker's compensation claim being accepted, you must get an interim prescription form from the HR Department.

### ASSOCIATE INFORMATION

Name (last, First, MI):		<input type="radio"/> M <input type="radio"/> F	DOB:	SS#	
Street Address:		City:		State:	Zip
Associate #:	Date of Hire:	Job Title:		<input type="radio"/> Full <input type="radio"/> Part	
Time in Current Position:		Cost Center:			
Home #:		Work #:		Email:	
Manager Name:					

### INCIDENT INFORMATION

Today's Date:	Incident Date:	Incident Time:	Date Reported:
Name of management to whom you first reported incident:			
Incident Location:			
Part(s) of Body Affected:		Have you injured this part before, if so when:	
Was the skin broken:			
<b>Detailed Description of Incident:</b>			

Names of any witnesses:

Name object, tool, or chemical involved & explain how?

Print Name:	Signature:
HR/EHS Member:	Action Required:

## **9. State Addenda**

These Addenda contain additions and changes to the Vontier U.S. Corporate Employee Handbook that apply to employees working in the relevant states. Except as noted below, nothing in these Addenda changes or modifies any of the policies or procedures set forth in the Employee Handbook.

For questions or clarification related to these Addenda, contact Human Resources.

### **A. Alabama Addendum**

#### **Military Leave**

Active members of the Alabama National Guard, Naval Militia, the Alabama State Guard organized in lieu of the National Guard, the civilian auxiliary of the United States Air Force known as the Civil Air Patrol, or of any other reserve component of the U.S. Armed Forces are entitled to a military leave of absence on all days that they are engaged in field or coast defense or other training or on other service ordered under the National Defense Act, or of the federal laws governing the United States reserves, without loss of pay, time, efficiency rating, annual vacation, or sick leave. Pay is limited to 168 working hours per calendar year, plus additional pay for no more than 168 working hours at any one time while called by the Governor to duty in the active service of the state.

#### **Jury Duty**

Upon receiving a summons to report for jury duty, any employee must, on the next day he or she is scheduled to work, present the summons to his or her immediate supervisor, and the employee will be excused from work for the day or days required in serving as a juror in any court created by the constitutions of the United States or of the State of Alabama or the laws of the United States or of the State of Alabama. An employee will not be required or requested to use paid time off for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or for time spent actually serving on a jury. Any full-time employee shall be entitled to his or her usual compensation received from such employment less the fee or compensation he received for serving as such juror.

The Company will not discharge any employee because he or she serves on any jury empaneled under any state or federal statute; provided, however, that the employee reports for work on his or her next regularly scheduled hour after being dismissed from any jury.

#### **Crime Victims Leave**

Employees who are crime victims may take leave to respond to a subpoena to testify in a criminal proceeding or to participate in the reasonable preparation of criminal proceedings. Contact Human Resources if you need to take Crime Victims Leave. Retaliation against an employee who takes Crime Victims Leave is prohibited.

#### **Emergency Response Leave**

An employee who is a member of a volunteer fire department or emergency medical service who responds to an emergency call prior to the time the employee is due to report to work, and that emergency results in a loss of time from employment, will not be terminated provided that, prior to missing work, the employee attempts to contact his or her supervisor to notify the supervisor that the employee has been dispatched to an emergency. Further, the employee must supply the Company with a statement from the fire department or emergency medical service stating that the employee responded to an emergency call, and the time thereof. For non-exempt employees, any time lost due to emergency response leave will be unpaid. For exempt employees, only full days of time lost due to emergency response leave will be unpaid. However, employees may elect to utilize accrued paid time off for this leave.

#### **Election Officials Leave**

Employees who have been appointed election officials will be excused from employment to perform election duties on Election Day with proper documentation of the appointment and the date of the required service. Employees must provide Human Resources seven days' advance notice of the need for Election Officials Leave.

## B. Connecticut Addendum

### EEO AND DISCRIMINATION

#### Discrimination and Harassment

The Connecticut Commission on Human Rights and Opportunities provides employees with information concerning the illegality of sexual harassment and the remedies available to victims of sexual harassment here: [CHRO Sexual Harassment Notice](#)

### FAMILY AND MEDICAL LEAVE

#### Connecticut Family and Medical Leave

Employees whose primary place of work is Connecticut may be entitled to unpaid leave under the Connecticut Family and Medical Leave Act ("CT-FMLA"). Employees are eligible for leave if they have worked for the Company for three months prior to beginning leave.

CT-FMLA Leave will run concurrently with federal FMLA Leave, any period during which an employee receives paid leave benefits under the Connecticut Paid Family Leave Act, and any other leave provided by law or Company policy for the same covered reason.

#### Reasons and Duration of Leave

Eligible employees may take up to 12 weeks of CT-FMLA Leave in a rolling 12 month period measured backwards from the date that an employee first uses CT-FMLA for the following reasons:

- for the birth of a child or placement of a child with the employee for adoption or foster care
- to care for a covered Family Member (as defined below) with a serious health condition
- to address an employee's own serious health condition
- to serve as an organ or bone marrow donor
- because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty, in the armed forces
- to care for an injured servicemember who is an employee's spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary disability retired list for a serious injury or illness incurred in the line of duty.<sup>1</sup>

**Injured Servicemember.** An eligible employee who is the spouse, child, parent, or next of kin of a current member of the armed forces who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is on the temporary disability retired list for a serious injury or illness incurred in the line of duty may take a one-time benefit of 26 workweeks of leave during any 12-month period for each servicemember per serious injury or illness incurred in line of duty. The 12-month period begins on the first day the employee takes leave to care for the seriously ill or injured servicemember and ends 12 months after that date.

**Additional Pregnancy Medical Leave.** Employees may be entitled to 2 additional weeks of CT-FMLA Leave (i.e., for a total of 14 weeks) in a benefit year for a serious health condition resulting in incapacitation that occurs during a pregnancy.

**Spouses Working for Same Employer.** The Company may limit spouses who are both employed by the Company to 12 weeks total leave in a 12-month period where leave is taken for the birth or placement of a child or to care for a sick parent, or to 26 weeks total leave in a 12-month period for leave to care for an injured servicemember.

#### Covered Family Member

For purposes of CT-FMLA, "Covered Family Member" means:

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<sup>1</sup> Note: Under the federal Family and Medical Leave Act and the Connecticut Paid Family and Medical Leave Act employees may be eligible for up to 26 weeks of leave to care for an injured servicemember. The CT-PFML Act provides paid benefits for only 12 out of the 26 weeks.

- spouse
- sibling (brother or sister related to a person by blood, marriage, adoption or foster care)
- child (biological, adopted or foster child, legal ward, a child of a person standing in loco parentis or an individual to whom the employee stood in loco parentis when the individual was a child)
- parent (biological, foster, adoptive, stepparent, parent-in law or legal guardian, individual standing in loco parentis to employee when a child)
- grandparent (related to employee by blood, marriage, adoption, foster care)
- grandchild (related to employee by blood, marriage, adoption or foster care)
- an individual related to the employee by blood or affinity whose close association to the employee is the equivalent of those family relationships

### **Notice**

If the need for CT-FMLA Leave is due to birth or placement of a child, to care for the employee's own or a family member's health condition, or to serve as a donor, and is foreseeable, the employee must provide at least 30 days' notice. If an employee is unable to provide 30 days' notice, they must provide as much notice as is practicable under the circumstances.

### **Intermittent Leave**

Employees may take the following types of CT-FMLA Leave intermittently or on a reduced leave schedule when medically necessary:

- to care for the serious health condition of the employee
- to care for the employee's Covered Family Member with a serious health condition
- to serve as an organ or bone marrow donor;
- to care for an injured servicemember.

Employees will be required to provide certification from a health care provider regarding the planned medical treatment and duration of such treatment and/or a statement of the medical necessity for intermittent leave, and the expected duration of such leave. The Company may transfer an employee who requires recurring leave to an alternate position with equivalent pay and benefits that better accommodates the recurring periods of leave.

Leave for the birth or placement of a child may not be taken intermittently unless agreed to by the Company and the employee.

### **Benefits and Use of Accrued Paid Leave**

The Company will maintain an employee's health insurance while an employee is on CT-FMLA leave. Employees must make arrangements to pay their portion of any premium during periods of unpaid leave. Employees are required to use all accrued paid time off during CT-FMLA Leave except for two weeks of accrued vacation. Employees will not accrue additional paid time off benefits while on CT-FMLA leave that is unpaid or where an employee is receiving paid benefits solely from the state of Connecticut under the Connecticut Paid Family and Medical Leave Act.

### **Certification**

Employees are required to provide certification from a health care provider regarding the need for leave related to their own or a family member/injured servicemember's serious health condition that includes (i) the date on which the serious health condition began; (ii) the probable duration of the condition; (iii) the appropriate medical facts within the knowledge of the health care provider regarding the serious health condition. If leave is taken for the employee's own serious health condition, the employee will be required to provide a certification from their health care provider stating that the employee may return to work.

### **Return from Leave**

Upon return from leave, the Company will restore employees to their former positions or, if the employee's former position is not available, an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. If an employee is medically unable to perform the employee's original job at the conclusion of the leave period and there is an alternate position available that is suitable to the employee's physical condition, the Company will transfer the employee to such available position.

### **No Retaliation**

The Company will not retaliate against an employee for requesting or using CT-FMLA Leave. If you believe you have been subject to retaliation, you must report this conduct to Human Resources.

## Connecticut Paid Family and Medical Leave Benefits

Connecticut Paid Family and Medical Leave ("CT-PFML") is a statewide paid leave program that provides most Connecticut employees with paid time off benefits for certain types of leave. The CT-PFML Act provides employees with paid benefits during leave, but does not provide an employee job protected leave. Leave during which an employee receives CT-PFML benefits may be protected under other laws (e.g., CT Family and Medical Leave Act, federal Family and Medical Leave Act).

### Eligibility

To be eligible for CT-PFML benefits, employees must work in Connecticut and have earned at least \$2,325 in the highest earning quarter during the base period (the first four of the five most recently completed quarters).

### Use of Leave

**Beginning January 1, 2022**, eligible employees are entitled to receive up to 12 weeks of CT-PFML benefits in a benefit year for the following reasons:

- to bond with a child following birth, adoption, or foster care placement
- to care for a Covered Family Member (as defined below) with a serious health condition
- to address an employee's own serious health condition (including pregnancy)
- to serve as an organ or bone marrow donor
- because of any qualifying exigency arising out of the fact that an employee's spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty, in the armed forces
- to care for an injured servicemember who is an employee's spouse, child, parent or next of kin and who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary disability retired list for a serious injury or illness incurred in the line of duty<sup>2</sup>
- to address the effects of family violence (**limited to 12 days in a 12-month period**)

Employees may be entitled to 2 additional weeks of CT-PFML benefits (i.e., for a total of 14 weeks) in a benefit year for a serious health condition resulting in incapacitation that occurs during a pregnancy.

### Covered Family Member

For purposes of this policy, "Covered Family Member" means an employee's:

- spouse
- sibling (brother or sister related to a person by blood, marriage, adoption or foster care)
- child (biological, adopted or foster child, legal ward, a child of a person standing in loco parentis or an individual to whom the employee stood in loco parentis when the individual was a child)
- parent (biological, foster, adoptive, stepparent, parent-in law or legal guardian, individual standing in loco parentis to employee when a child)
- grandparent (related to employee by blood, marriage, adoption, foster care)
- grandchild (related to employee by blood, marriage, adoption or foster care)
- an individual related to the employee by blood or affinity whose close association to the employee is the equivalent of those family relationships

### Intermittent Leave

Employees may receive CT-PFML benefits when taking leave intermittently or on a reduced leave schedule. See the Company's federal FMLA and CT-FMLA Policies for additional information regarding the circumstances under which an employee may take intermittent or reduced-schedule leave.

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<sup>2</sup> Note: Under the federal Family and Medical Leave Act and the Connecticut Family and Medical Leave Act employees may be eligible for up to 26 weeks of leave to care for an injured servicemember. The CT-PFML Act provides paid benefits for only 12 out of the 26 weeks.

**Benefit Amount**

An employee's weekly benefit amount is based on their earnings and established through a formula set by Connecticut Paid Leave Authority (the "CT PLA"). The maximum benefit amount an employee may receive is capped at 60 times the Connecticut minimum wage. More information about how benefit amounts are calculated can be found on the CT PLA's website - [CT-PFML Benefit Amount Formula](#). The CT PLA website also includes a [Benefits Estimator Tool](#) which employees can use to estimate the benefit amount for which they are eligible.

**Premiums**

The Company is responsible for deducting CT-PFML premium contributions from employee wages at a tax rate of 0.5%. The Company will only make deductions from employee wages up to the designated Social Security cap (as adjusted annually).

**Notice Requirements**

If CT-PFML is foreseeable based on birth or placement of a child or planned medical treatment of an employee or Covered Family Member, the employee must provide the Company with not less than 30 days' notice of the need for leave. If 30 days advance notice is not possible, notice must be given as soon as practicable.

**How to File A Claim**

Employees must apply for benefits through the CT PLA. Claims may be submitted via email, phone, fax, or mail. Employees must submit all information required by the CT PLA (including medical documentation) to receive CT-PFML benefits. The CT PLA will make a decision on an employee's benefit claim within five business days of receiving all completed information. The CT PLA requires that employees file a CT-PFML benefit claim no later than 45 days following the initial date for which the employee is seeking CT-PFML benefits, unless the CT PLA determines there is "good cause" for the delay.

**Interaction with Other Leave and Benefit Programs**

Employees are required to use accrued, paid time off (sick time, vacation) while receiving CT-PFML benefits unless otherwise prohibited by law. Employees may receive other Company-provided leave benefits (e.g., short-term disability benefits) while receiving CT-PFML benefits. An employee's total compensation may not exceed his or her regular rate of compensation through a combination of CT-PFML benefits and any other benefits. Any time period during which an employee receives accrued benefits, short term disability or other Company-provided benefits will run concurrently with any period during which an employee receives CT-PFML benefits.

Leave taken while receiving CT-PFML benefits also will run concurrently with leave under the federal Family and Medical Leave Act, the Connecticut Family and Medical Leave Act, and any other Company policy to the greatest extent allowable by applicable law.

**No Retaliation**

Retaliation against an employee for requesting, applying for, or using CT-PFML for which an employee is eligible is prohibited.

**Complaints**

Employees have the right to file a complaint with the Connecticut Labor Commissioner if they believe that the Company has violated the CT-PFML Act.

**More Information**

Please see the [CT PLA Website](#) for more information.

**PARENTAL & PREGNANCY-RELATED LEAVES/ACCOMMODATIONS****Pregnancy Accommodation**

The Company will make reasonable accommodations for employees due to pregnancy, childbirth or related condition (including expressing breast milk) unless such accommodation would impose an undue hardship. If the Company reasonably determines that an employee's accommodation request imposes an undue hardship, it will explore alternative accommodations that might meet the employee's needs.

Examples of reasonable accommodations include, but are not limited to:

- Being permitted to sit or eat while working;
- More frequent or longer breaks;
- Modifying policies prohibiting eating or drinking while an employee is working;

- Periodic rest;
- Assistance with manual labor;
- Providing assistive equipment, such as a stool, chair, or lifting equipment;
- Job restructuring;
- Light duty or desk duty assignments;
- Modified work schedules, including but not limited to the option to telework;
- Modified dress code requirements;
- Temporary transfer to less strenuous or hazardous work;
- Time off to recover from childbirth (see Pregnancy Disability Leave Policy); and
- Time off to attend pre-natal or post-natal appointments.

The Company will not require employees to provide a medical certification before discussing the need for a reasonable accommodation with an employee. Following that discussion, the Company will notify an employee whether they will be required to provide medical certification before the Company will grant their request. An employee may choose to keep any medical diagnosis confidential. An employee need only reveal (1) the nature of the limitations that give rise to the need for an accommodation (e.g., back pain or inability to concentrate); and (2) that the limitations are related to the employee's pregnancy, childbirth, or related condition.

The Company will not retaliate against an employee based upon an employee's request for a reasonable accommodation or Pregnancy Disability Leave (discussed below).

### **Pregnancy Disability Leave**

The Company will provide female employees an unpaid, reasonable leave of absence for disability resulting from pregnancy. A disability resulting from pregnancy includes any pregnancy-related impairment or physical limitations imposed by pregnancy or delivery. Such limitations typically give rise to a need for leave of six weeks following a regular delivery or eight weeks following a caesarian delivery. An employee has the right to take a longer leave of absence if necessary.

Employees may be eligible for disability or other paid benefits offered by the Company during Pregnancy Disability Leave or paid family and medical leave benefits offered under the Connecticut Paid Family and Family Leave (CT-PFML) Act. In addition, an employee may elect to use accrued time off (e.g., vacation, sick time, floating holidays) during Pregnancy Disability Leave.

Where the need for Pregnancy Disability Leave is foreseeable, employees should provide at least 30 days' notice to their manager and Human Resources. If it is not possible to provide 30 days' notice, employees should provide notice as soon as practicable. The Company may require that employees provide medical certification of the need for leave. Employees will have 15 days following a request for medical certification, to provide the requested information. Employees who return to work directly following a Pregnancy Disability Leave may be required to provide a fitness-for-duty certification from their health care provider.

The Company will reinstate eligible employees to their original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits if they express an intent to return, unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

Leave under the federal FMLA, CT-FMLA, and other leave laws or Company policy will run concurrently with Pregnancy Disability Leave.

### **Lactation Accommodation**

In consideration to working mothers who may be nursing, Vontier will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, such break time should be taken during the rest or meal breaks already provided to the employee.

For purposes of expressing breast milk, the Company will provide a room, other than a restroom, within a reasonable proximity to the employee's workspace where the employee can express breast milk. The room will be free from intrusion and shielded



from public view. Such room will have access to electricity and will include or be situated near a refrigerator or employee-provided cold storage device in which the employee can store breastmilk.

The Company will not discriminate against, discipline, or take any adverse employment action against any employee because such employee has requested or uses an accommodation under this policy.

To request a lactation accommodation, employees should contact their manager and/or Human Resources and indicate that the employee will need accommodations for expressing breast milk at work. The Company will promptly respond to lactation accommodation requests.

## **PARENTAL & PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Pregnancy Accommodation**

The Company will make reasonable accommodations for employees due to pregnancy, childbirth or related condition (including expressing breast milk) unless such accommodation would impose an undue hardship. If the Company reasonably determines that an employee's accommodation request imposes an undue hardship, it will explore alternative accommodations that might meet the employee's needs.

Examples of reasonable accommodations include, but are not limited to:

- Being permitted to sit or eat while working;
- More frequent or longer breaks;
- Modifying policies prohibiting eating or drinking while an employee is working;
- Periodic rest;
- Assistance with manual labor;
- Providing assistive equipment, such as a stool, chair, or lifting equipment;
- Job restructuring;
- Light duty or desk duty assignments;
- Modified work schedules, including but not limited to the option to telework;
- Modified dress code requirements;
- Temporary transfer to less strenuous or hazardous work;
- Time off to recover from childbirth (see Pregnancy Disability Leave Policy); and
- Time off to attend pre-natal or post-natal appointments.

The Company will not require employees to provide a medical certification before discussing the need for a reasonable accommodation with an employee. Following that discussion, the Company will notify an employee whether they will be required to provide medical certification before the Company will grant their request. An employee may choose to keep any medical diagnosis confidential. An employee need only reveal (1) the nature of the limitations that give rise to the need for an accommodation (e.g., back pain or inability to concentrate); and (2) that the limitations are related to the employee's pregnancy, childbirth, or related condition.

The Company will not retaliate against an employee based upon an employee's request for a reasonable accommodation or Pregnancy Disability Leave (discussed below).

### **Pregnancy Disability Leave**

The Company will provide female employees an unpaid, reasonable leave of absence for disability resulting from pregnancy. A disability resulting from pregnancy includes any pregnancy-related impairment or physical limitations imposed by pregnancy or delivery. Such limitations typically give rise to a need for leave of six weeks following a regular delivery or eight weeks following a caesarian delivery. An employee has the right to take a longer leave of absence if necessary.

Employees may also be eligible for disability or other paid Parental Leave benefits offered by the Company during Pregnancy Disability Leave. In addition, an employee may elect to use accrued time off (e.g., vacation, sick time, floating holidays) during Pregnancy Disability Leave.



Where the need for Pregnancy Disability Leave is foreseeable, employees should provide at least 30 days' notice to their manager and Human Resources. If it is not possible to provide 30 days' notice, employees should provide notice as soon as practicable. The Company may require that employees provide medical certification of the need for leave. Employees will have 15 days following a request for medical certification, to provide the requested information. Employees who return to work directly following a Pregnancy Disability Leave may be required to provide a fitness-for-duty certification from their health care provider.

The Company will reinstate eligible employees to their original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits if they express an intent to return, unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

Leave under the federal FMLA, and other leave laws or Company policy will run concurrently with Pregnancy Disability Leave.

## **OTHER LEAVES**

### **Jury Duty Leave**

The Company will grant employees leave to respond to a summons and serve as jurors. Employees who work 30 hours per week or more will be paid for the first 5 days (full or partial) of jury duty. If you are called for jury duty, you must notify your supervisor and provide them a copy of the summons as soon as practicable.

Employee must make every effort to report for work if released from jury duty before the end of the workday, unless otherwise required by law. If an employee has served eight hours on jury duty in any one day, the employee is not required to work past those eight hours for the day.

Upon completion of jury service, employees are generally expected to return to work the next business day. Employees must provide their supervisor a copy of the jury service certificate upon return to work.

### **Crime Victim Leave**

The Company shall not terminate or otherwise penalize an employee because:

- the employee obeys a legal subpoena to appear before any Connecticut court as a witness in any criminal proceeding;
- the employee attends a court proceeding or participates in a police investigation related to a criminal case in which the employee is a crime victim;
- the employee attends or participates in a court proceeding related to a civil case in which the employee is a victim of family violence;
- a restraining order has been issued on the employee's behalf pursuant to Connecticut law;
- a protective order has been issued on the employee's behalf by a Connecticut court or a court of another state and is registered in Connecticut; or
- the employee is a victim of family violence.

A "crime victim" means an employee who suffers direct or threatened physical, emotional or financial harm as a result of a crime or an employee who is an immediate family member or guardian of (1) a person who suffers such harm and is a minor, physically disabled (as defined by Connecticut law), or incompetent; or (2) a homicide victim.

The Company will grant an employee who is a parent, spouse, child, or sibling of a homicide victim leave to attend Connecticut court proceedings with respect to the criminal case of the person or persons charged with committing the crime that resulted in the death of the victim.

Employees may elect to use accrued paid leave (e.g., vacation, sick time, floating holiday) for absences under this Policy.

### **Volunteer Firefighter and Ambulance Service Members Leave**

The Company will not discriminate against, discipline, or discharge any employee who is an active volunteer firefighter or member of a volunteer ambulance service or company because such employee is late arriving to work or absent from work as a result of responding to a fire or ambulance call prior to or during the employee's regular hours of employment. Employees who are active volunteer firefighters or members of volunteer ambulance services or companies are entitled to unpaid leave to respond to a fire or ambulance call.

An employee who is a volunteer firefighter or member of a volunteer ambulance service or company must submit to the Company a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company notifying the Company of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company. If there is any change to an employee's status, the employee must promptly notify the Company.

Employees must make every effort to notify the Company that they may report to work late or be absent from work in order to respond to an emergency fire or ambulance call prior to or during their regular work hours. If an employee is unable to provide prior notification, the employee must submit a written statement to the Company signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company, explaining why the employee was unable to provide prior notice.

The Company may request that the employee submit a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company verifying that such employee responded to a fire or ambulance call and specifying the date, time, and duration of such response.

No adverse action will be taken against an employee for requesting or taking time off as provided for in this policy.

#### **Elected Office Leave**

Employees may take an unpaid leave of absence to accept a full-time elective municipal or state office. Such leave may not exceed more than two consecutive terms. To be eligible for leave, an employee must provide written notice to the Company that the employee is a candidate for a full-time municipal or state office within 30 days after nomination for that office.

If at the end of the employee's term in office, an employee reapplies for their original position, the company will reinstate the employee to their original position or a similar position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits. The company will not be required to provide reinstatement if its circumstances have so changed as to make it impossible or unreasonable to do so.

#### **Civil Air Patrol Leave**

The Company will not discriminate against, discipline, or discharge any employee because: (1) the employee is a member of the civilian auxiliary of the United States Air Force ("Civil Air Patrol"); or (2) the employee is absent from work for the purpose of: (a) responding as a member of the Civil Air Patrol to an emergency declared by the Governor of Connecticut or President of the United States; (b) responding as a member of the Civil Air Patrol to a request for assistance in an emergency, natural disaster, or life-threatening emergency, as requested by a government entity authorized to do so by applicable law; or (c) participating as a member of the Civil Air Patrol in required emergency services training programs and exercises.

Employees must notify the Company upon employment or on the date they join the Civil Air Patrol, whichever is later, that they may be called to participate in training or to serve in an emergency, natural disaster, or life-threatening event.

An employee who is absent from work for one of the qualifying reasons listed in this section must provide the Company as much notice as possible of the dates the employee will be absent. The employee must also provide the Company with written verification from the Civil Air Patrol regarding the purpose of the employee's absence.

An employee may use accrued vacation or floating holidays for absences due to Civil Air Patrol duty;

otherwise, absences due to Civil Air Patrol duty will be unpaid.

No adverse action will be taken against an employee for requesting or taking time off as provided for in this policy.

## **C. Florida Addendum**

### **Military Leave**

If a member of the National Guard is ordered into state active duty, the Company will not discharge, reprimand, or in any other way penalize such member because of his or her absence by reason of state active duty.

Upon the completion of state active duty, a member of the National Guard shall promptly notify Human Resources of his or her intent to return to work. The Company is not required to allow a member of the National Guard to return to work under this section if:

- The Company's circumstances have so changed as to make employment impossible or unreasonable;
- Employment would impose an undue hardship on the Company;
- The employment from which the member of the National Guard leaves to serve in state active duty is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period; or
- The Company had legally sufficient cause to terminate the member of the National Guard at the time he or she left for state active duty.

A member of the National Guard who returns to work after serving on state active duty is entitled to:

- The seniority that the member had at the Company on the date of the commencement of his or her state active duty and any other rights and benefits that inure to the member as a result of such seniority; and
- Any additional seniority that the member would have attained at the Company if he or she had remained continuously employed and the rights and benefits that inure to the member as a result of such seniority.

A member of the National Guard who returns to work after serving on state active duty will not be discharged from such employment for a period of one year after the date the member returns to work, except for cause.

The Company will not require any National Guard member returning to employment following a period of state active duty service to use vacation, sick time, or floating holidays for the period during which the member was ordered into state active duty. However, any such returning member shall, upon his or her request, be permitted to use, for the period during which the member was ordered into state active duty, any vacation, sick time, or floating holiday accrued by the member prior to the commencement of his or her state active duty service.

Employees who are called into active duty and/or their qualified beneficiaries may be entitled to additional benefits based on defined qualifying events under the Florida Health Insurance Coverage Continuation Act. Please contact Human Resources for additional information.

### **Court Attendance Leave**

Employees are entitled to take unpaid leave to respond to subpoenas requiring them to testify in judicial proceedings. Employees must provide their manager with advance notice of the need for court attendance leave. The Company will not discharge, penalize, threaten, or otherwise retaliate against any employees because they take leave for court attendance.

### **Civil Air Patrol Leave**

Employees who (1) are senior members of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification and (2) have been employed by the Company for at least 90 days are eligible for up to 15 days of unpaid leave annually to participate in a Civil Air Patrol training or mission. Employees should promptly notify their supervisor if they need to use Civil Air Patrol Leave. Employees may choose to use available vacation or sick leave time in lieu of taking unpaid leave.

Upon completion of Civil Air Patrol Leave, employees must promptly notify the Company of their intent to return to work. The Company will not discharge, reprimand, or otherwise penalize an employee for taking Civil Air Patrol Leave; however, the Company is not obligated to allow an employee to return to work upon completion of Civil Air Patrol Leave if:

- the Company's circumstances have so changed as to make employment impossible or unreasonable;
- employment would impose an undue hardship on the Company;
- the employment from which the employee takes Civil Air Patrol Leave is for a brief, nonrecurring period and there is not reasonable expectation that such employment will continue indefinitely or for a significant period; or
- the Company had legally sufficient cause to terminate the employee at the time he or she commenced such leave.

A member of the Civil Air Patrol who returns to work after leave is entitled to:

- The seniority that the member had at the Company on the date of the commencement of his or her leave and any other rights and benefits that inure to the member as a result of such seniority; and
- Any additional seniority that the member would have attained at the Company if he or she had remained continuously employed and the rights and benefits that inure to the member as a result of such seniority.

A member of the Civil Air Patrol who returns to work after leave will not be discharged from such employment for a period of one year after the date the member returns to work, except for cause.

The Company will not require any Civil Air Patrol member returning to employment following a leave to use vacation, sick time, or floating holidays for the period during which the member was on leave. However, any such returning member shall, upon his or her request, be permitted to use, for the period during which the member was on leave, any vacation, sick time, or floating holidays accrued by the member prior to the commencement of their leave.

## **MIAMI-DADE COUNTY**

### **Jury Duty Pay for Miami-Dade County**

If an employee is regularly scheduled to work at least 35 hours per week, the Company will pay employees performing jury duty in Miami-Dade County their regular pay during jury duty service. In order to receive compensation, employees must submit a copy of the summons and notice of jury service to their manager and Human Resources at least five days prior to their absence for jury duty.

### **Family and Medical Leave for Miami-Dade County**

Employees who work in Miami-Dade County may also take leave to care for a grandparent with a serious health condition. Such leave will be under the same terms and conditions as leave is permitted under the Family and Medical Leave Act policy to care for a parent with a serious health condition. For purposes of this policy, "grandparent" means a grandparent of the employee for whom the employee has assumed primary financial responsibility. Please contact Human Resources for eligibility requirements and additional information.

## **D. Georgia Addendum**

### **ACCRUED TIME OFF**

#### **Georgia Kin Care Policy**

Georgia employees who work 30 hours or more and are eligible for sick time under the Company's Sick Time Policy in the Employee Handbook may use up to five days of sick time from their annual entitlement in any calendar year to care for an immediate family member. Immediate family members include an employee's child, spouse, grandchild, grandparent, parent, or any dependents (as reflected on the employee's most recent tax return). All conditions, rules and restrictions placed on the use by an employee of sick time also apply to the use by an employee of such time to care for an immediate family member.

### **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

#### **Lactation Break Policy**

Employees who desire to express breast milk at the worksite during work hours are entitled to take breaks of reasonable duration in order to do so. The Company will provide a private location, other than a restroom, that is in reasonably close proximity to the employee's work area, for this purpose.

Lactation breaks under this policy will be treated as paid time. To the extent possible, you should take any lactation break concurrently with a scheduled rest break. If you desire to take a lactation break at a time other than during a scheduled rest break, you must let your supervisor know, so that coverage may be provided by the Company during your paid lactation break. If you are a non-exempt employee, you are to remain on the clock when taking a lactation break at any Company location. If you are an exempt employee, no different than with any rest breaks you take, you need not report your lactation breaks as time off.

The Company will not tolerate retaliation against those who exercise their rights under this policy or applicable law.

#### **Jury Duty**

All employees are encouraged to participate as a juror whenever they are called for service. An employee who has been called for jury duty must provide their supervisor with a copy of the notice for jury duty as soon as possible so that work coverage can be arranged. Employees are expected to work as much as the court schedule permits.

Employees will be compensated for work missed due to jury duty to the extent required by law. Any wages paid to employees during periods of jury duty leave may be offset by amounts paid as jury fees, proof of which must be provided when requested.

The Company will not persuade or attempt to persuade an employee to avoid jury service or witness duty and will not retaliate against an employee who serves as a juror or witness pursuant to this policy.

## **E. Illinois Addendum**

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment**

In addition to the protected classes described in the Employee Handbook, the Illinois Human Rights Act prohibits employment discrimination on the basis of order of protection status, association with a person who has a disability, unfavorable military discharge, arrest record (or criminal history record ordered expunged, sealed, or impounded), and conviction record (subject to applicable legal exceptions). The Company will also comply with the Illinois Genetic Information Privacy Act.

In addition to the reporting procedures outlined in the Company's general Employee Handbook, any employee who feels they have been subjected to unlawful discrimination or harassment, including sexual harassment, may also file a charge of discrimination with the Illinois Department of Human Rights within 300 days of the harassment. That charge will be investigated and, if there is substantial evidence that discrimination or harassment has occurred, a complaint may be filed with the Illinois Human Rights Commission, or employees may file a complaint in Illinois state court on their own behalf.

The Department of Human Rights can be contacted at:

State of Illinois  
Department of Human Rights  
State of Illinois Center  
100 West Randolph, Suite 10-100  
Chicago, Illinois 60601  
(312) 814-6200

Employees who believe they have experienced sexual harassment may also contact the Illinois Sexual Harassment and Discrimination Helpline at 1-877-236-7703.

### **ACCRUED TIME OFF**

#### **Illinois Kin Care Policy**

Illinois employees who are eligible for personal sick time may use in any calendar year up to one-half of their annual sick time entitlement to attend to the illness, injury or medical appointments of their immediate family, domestic partner, parents-in-law, grandchildren or grandparents. All conditions and restrictions placed on the use by an employee of sick time also apply to the use by an employee of such time to attend to an illness, injury or medical appointments of an employee's immediate family, parents-in-law, grand children or grandparents.

### **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

#### **Pregnancy Accommodation Policy**

Illinois employees who are pregnant, have given birth or have any medical or common conditions related to pregnancy or childbirth, may be eligible for a reasonable accommodation to perform the essential functions of their job, unless providing the accommodation causes undue hardship on the Company. Reasonable accommodations may include, but are not limited to, an unpaid leave of absence, either continuously or on an intermittent or reduced schedule basis. Any request for reasonable accommodation must be supported by the written certification of the employee's health care provider. If an employee is in need of such an accommodation, please contact Human Resources. Please also see the attached notice for further information.

#### **Lactation Accommodation Policy**

The Company will provide Illinois employees with a reasonable amount of break time to accommodate the

employee's need to express breastmilk for their nursing infant child, for up to one year following the child's birth. The requested break time, if possible, should be taken concurrently with other scheduled or provided break periods. Employees will be paid for any additional amount of reasonable break time needed to express breastmilk, unless doing so would cause the Company undue hardship in accordance with applicable law.

## **OTHER LEAVES**

### **School Visitation Leave**

Full-time and part-time employees who have been employed with the Company for at least six months may take up to eight hours of unpaid leave (no more than four hours of which can be taken on a given day) to attend school conferences, behavioral meetings, academic meetings or classroom activities related to their child if such conferences, meetings, or classroom activities cannot be scheduled during non-work hours. Employees must first exhaust all accrued vacation time before requesting leave pursuant to this policy.

An employee must provide the Company with at least seven days advance notice or at least 24 hours in an emergency before requesting leave. Within two working days of taking leave under this policy, an employee must submit to the Company documentation from the school administrator which includes the exact time and date the school visitation occurred and ended.

The Company will make a good faith effort to permit an employee to make up the time taken pursuant to this policy.

Illinois employees will not be terminated for an absence from work, if the absence is due solely to the attendance at a school conference, behavioral meeting, or academic meeting, in accordance with Illinois law.

### **Domestic and Sexual Violence Victims Leave**

Illinois employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") to seek assistance in response to an act or threat of domestic or gender violence, sexual assault, stalking, or any other crime of violence defined by Illinois law. An employee may take this leave to seek services for a victim of domestic, gender or sexual violence, or any other crime of violence if the victim is: (1) the employee, (2) a covered family member or (3) a household member who is currently residing with the employee. VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The employee may take leave for a child who is a victim if that child is under age 18 or, if 18 years or older, the child is mentally or physically disabled and incapable of self-care. Employees are eligible to take up to 12 weeks of unpaid VESSA leave within any 12-month period and be restored to the same or an equivalent position upon the employee's return from leave.

As used in this policy, a "covered family member" includes an employee's spouse, child, parent, civil union partner, grandparent, child, grandchild, sibling, person related by blood or by prior marriage or civil union, person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee.

### **Reasons For Leave**

Employees may take VESSA leave to obtain assistance or services for a victim for the following purposes:

- to seek medical attention for, or recover from, physical or psychological injuries caused by the domestic, gender, or sexual violence, or any other crime of violence
- to obtain services from a victim services organization
- to obtain psychological or other counseling
- to participate in safety planning, seek temporary or permanent relocation, or take other actions to increase the safety of the victim from future domestic or sexual violence or ensure economic security
- to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic, gender, or sexual violence, or other crime of violence.

If an employee misrepresents facts in order to be granted a VESSA leave, an employee will be subject to



immediate termination.

### **Notice Of Leave**

Employees must give the Company at least 48 hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, an employee must provide notice when an employee is able to do so, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

### **Certification**

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member, (2) the victim was subjected to an act or threat of domestic, gender, or sexual violence, or other crime of violence and (3) the leave is to seek assistance for a purpose covered by the Act.

The employee must provide as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA and (2) if in possession of such document, the employee must provide one form of written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic, gender, or sexual violence or the effects of the violence, (b) a police or court record, or (c) other corroborating evidence. Of the documentation identified in section (2) of this paragraph, the employee may choose what documentation to submit, and need only submit one qualifying document during a 12-month period for each qualifying reason for leave.

It is the employee's responsibility to ensure that the Company receives the proper certification. If the Company does not receive adequate certification within a reasonable time period after it is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences will be treated according to the Company's attendance standards.

### **Reporting While On Leave**

An employee may be required to contact their supervisor on a regular basis regarding the status of his/her leave and his/her intention to return to work.

### **Leave Is Unpaid**

VESSA leave is unpaid leave. An employee may choose, however, to use any accrued paid time off which would otherwise apply to the circumstances of the leave. For instance, if the leave was for the employee, because the employee is temporarily disabled due to domestic, gender, or sexual violence, the employee may use any accrued sick time for that portion of the leave. The employee may also use accrued vacation for any of the purposes allowed under the Act. The substitution of paid leave time for unpaid leave time does not extend the 8-week leave period.

### **Medical And Other Benefits**

During an approved VESSA leave, the Company will maintain an employee's health benefits, as if the employee continued to be actively employed. If paid leave is substituted for unpaid leave, the Company will deduct the employee's portion of the health plan premium as a regular payroll deduction. If an employee's leave is unpaid, they must pay their portion of the premium during the leave. An employee's group health care coverage may cease if the employee fails to make timely payments of his/her share of the premiums. If an employee does not return to work at the end of the leave period, the employee may be required to reimburse the Company for the cost of the premiums paid by the Company for maintaining coverage during the unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond the employee's control. If that is the case, the employee will be required to produce written certification to confirm the circumstances beyond their control.

Vacation or other benefits will not accrue while on unpaid VESSA leave. An employee will remain entitled to all of the employee's benefits which accrued prior to their leave.

### **Intermittent And Reduced Schedule Leave**

VESSA leave may be taken continuously, intermittently (in separate blocks of time), or on a reduced leave

schedule. If leave is unpaid, the Company will reduce an employee's salary based on the amount of time actually worked.

#### **Other Applicable Leaves**

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA which also qualifies under the Family and Medical Leave Act ("FMLA") will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will be designated as VESSA leave.

#### **Returning From Leave**

If an employee wishes to return to work at the expiration of their leave, they are entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions. However, an employee has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken leave. An employee must return to work immediately after the expiration of their approved VESSA leave in order to be reinstated to his/her position or an equivalent position.

If an employee takes leave because of his/her own medical or psychological condition, an employee is required to provide medical certification that they are fit to resume work, according to the Company's usual policies.

#### **Reasonable Accommodation In The Workplace**

The Company will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic, gender, or sexual violence or other crime of violence, unless the accommodation would cause the Company an undue hardship. If an employee is an otherwise qualified individual who can perform the essential functions of their job, but needs such an accommodation, the Company may provide an adjustment to the job structure, workplace facility, work requirements, or their telephone number, seating assignment, or physical security of their work area in response to a need covered by VESSA. The Company will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to Human Resources.

#### **Confidentiality**

The Company will maintain an employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The Company will not disclose the nature of an employee's leave other than to those specific persons who need to know in order to ensure an employee receives their VESSA rights.

#### **No Retaliation**

The Company strictly forbids any of its employees, managers or other representatives from discriminating, retaliating, or otherwise treating an employee unfavorably for requesting or taking VESSA leave or exercising any other rights under VESSA. If an employee feels they have been denied their VESSA rights or if they feel they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the Human Resources. The Company will investigate the employee's concerns and take corrective action if it determines that someone has violated the Company's VESSA policy.

#### **Family Military Leave**

An employee who has a spouse or is a parent of an individual who has been called to active military service lasting longer than 30 days with the State or United States pursuant to the orders of the Governor or the President of the United States may be eligible for up to 30 days of unpaid family military leave during the time federal or State deployment orders for the employee's spouse or parent are in effect.

To be eligible for family military leave, an employee must have been employed by the Company for at least 12 months and must have been worked for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of leave. An employee must have exhausted all accrued vacation, floating holidays, personal leave, and other leave that may be granted to an employee (except for sick and disability leave).

An employee must give the Company at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of five or more consecutive work days. If possible, an employee shall consult with the Company to schedule the leave so as to not unduly disrupt the Company's operations. Notice for leaves of less than five days shall be given as soon as is practicable.

The Company will require certification from the proper military authority to verify an employee's eligibility for family military leave.

Upon an employee's return from family military leave, the employee will be restored to his/her position or to a position with equivalent seniority status, benefits, pay and other terms and conditions of employment unless their status has been changed for reasons unrelated to their family military leave. Taking leave will not result in a loss of any employee benefit accrued before the date on which the leave commenced, but the employee will not accrue benefits such as vacation while on leave. During the leave, an employee's benefits, such as health care, will be continued at the employee's expense.

The Company will not interfere with, restrain, or deny the exercise or the attempt to exercise an employee's rights under this Policy. The Company will not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee for exercising any right provided under this Policy. Finally, the Company will not discharge, fine, suspend, expel, discipline, or in any other manner discriminate against any employee for opposing any act by the Company that violates this policy.

#### **Election Officer Leave**

The company will provide any employee who has been appointed as a municipal or county election judge with an unpaid leave of absence to fulfill their election duties. Employees must provide at least 20 days' advance written notice of the need for leave. Employees may use any accrued and available vacation in lieu of taking election officer leave unpaid, but are not required to do so.

#### **Blood Donation Leave**

Full-time employees who have worked for the Company for at least six months may take up to one hour of paid leave to donate blood every 56 days. Before taking leave under this policy, an employee must obtain approval from the Company.

#### **Civil Air Patrol Leave**

An employee who is a member of the Illinois Civil Air Patrol may take up to 30 days of unpaid leave to perform Civil Air Patrol missions. Eligible employees must have been employed by the Company for at least 12 months and 1,250 hours preceding the commencement of the leave. Employees may choose to use accrued paid time off (e.g., vacation, floating holidays) for leave under this policy.

The employee must give the Company at least 14 days' notice of the need for Civil Air Patrol leave if the leave will be more than five consecutive work days. If the leave will be less than five consecutive work days, the employee shall give as much notice as practicable. The employee shall, when possible, consult with the Company regarding the timing of the leave so as to not unduly disrupt the business.

Employees who take Civil Air Patrol leave will be reinstated to their same position, or to another position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the reason for not reinstating the employee is unrelated to their use of Civil Air Patrol leave.

#### **Emergency Responder Leave**

The Company will provide an unpaid leave of absence to emergency responders (including volunteer firefighters, emergency medical technicians, ambulance drivers, and technicians, and volunteers under the Illinois Emergency Management Agency Act and auxiliary public safety officials) who are absent from or late to work as a result of responding to an emergency, provided that the employee is called to respond to the emergency prior to the start of the employee's scheduled shift. Employees must make a reasonable effort to notify their manager if they will be late or absent due to Emergency Responder Leave. Upon return to work, employees must provide their manager with a written statement from the supervisor of the volunteer fire department or governmental entity that the volunteer serves certifying that the employee responded to an

emergency.





# PREGNANCY and your RIGHTS in the WORKPLACE

Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an accommodation offered by your employer for your pregnancy that you do not desire.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy. For more information regarding your rights, download the Illinois Department of Human Rights fact sheet from our website at [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

Es ilegal que su empleador la despidiera, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: [www.illinois.gov/dhr](http://www.illinois.gov/dhr)

For immediate help or if you have questions regarding your rights,  
call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

**CHICAGO OFFICE**  
100 W. Randolph Street, 10th Floor  
Intake Unit  
Chicago, IL 60601  
(312) 814-6200

**SPRINGFIELD OFFICE**  
222 South College, Room 101-A  
Intake Unit  
Springfield, IL 62704  
(217) 785-5100

**MARION OFFICE**  
2309 West Main Street, Suite 112  
Intake Unit  
Marion, IL 62959  
(618) 993-7463

The charge process may be initiated by completing the form at:  
<http://www.illinois.gov/dhr>



State of Illinois  
Department of Human Rights

ILLINOIS DEPARTMENT OF  
**Human Rights**

By Authority of the State of Illinois 122014-ENG-PREG

## **F. Iowa Addendum**

### **HEALTH AND SAFETY**

#### **Drug and Alcohol Policy**

The Company will administer its Drug and Alcohol Policy in accordance with Iowa law. Specifically, the Company will ensure that:

- Employees are subject to post-accident drug and/or alcohol testing only if the Company reasonably believes they may have caused a work-related accident that results in a reportable injury to a person under Iowa's occupational safety and health statute, or damage to property or equipment that is estimated at the time of the accident to exceed \$1,000;
- Specimens for testing are limited to urine, breath, blood, and saliva. Blood may only be used when an employee is involved in a work-related accident and the test is administered by or at the direction of a person providing care or treatment to the employee, and not at the suggestion or request of the Company;
- Specimens for drug testing of employees will be split at the time of collection in the presence of the individual from whom the specimen is collected;
- After the Company receives a report of an applicant's positive drug test result, the Company will notify the applicant in writing of the test result, the name and address of the person or entity who made the report, and the applicant's right to request any records relating to their drug test. The applicant has the right to request in writing, within 15 days from the date the Company mails written notice of the applicant's positive drug test result to them, any records relating to their drug test;
- Following a drug or alcohol test, but prior to receipt of the final results of the drug or alcohol test, the Company may suspend an employee with or without pay, pending the outcome of the test. The Company will reinstate an employee who has been suspended, with back pay and interest on such amount at eighteen percent per annum compounded annually, if applicable, if the result of the test is not a confirmed positive drug or alcohol test that indicates a violation of the Company's written policy;
- After the Company receives a report of an employee's confirmed positive drug or alcohol test result, the Company will notify the employee in writing by certified mail, return receipt requested, of the test result and the employee's right, at his/her expense, to request a confirmatory test of their split specimen at an approved laboratory of the employee's choice;
- If the employee, either in person or by certified mail, requests a confirmatory test of their split specimen, identifies an approved laboratory, and pays the fee for such test within seven working days from the date the Company mails the written notice, the confirmatory test will be conducted;
- If the result of the second confirmatory test does not confirm the result of the initial confirmatory test, the initial confirmatory test result shall not be considered a positive test result and the Company will reimburse the employee for the fee related to the test;
- Employees who are notified of their confirmed positive drug or alcohol test results have the right, upon written request, to have access to any records relating to the tests;
- The first time an employee with at least 12 months service (during the prior 18 months) tests positive for alcohol, they will be offered an opportunity to enroll in an approved rehabilitation, treatment, or counseling program. Continued employment will be conditioned on successful completion of the program. Program costs shall be apportioned between the employee and the Company in accordance with the terms of the Company's benefit plans;
- The Company will not take adverse employment action against employees who comply with the rehabilitation requirements and successfully complete rehabilitation; and
- The Company will provide for employees' rehabilitation through a Company-approved rehabilitation, treatment, or counseling program if the Employee has been employed for at least 12 of the past 18 months.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Pregnancy Related Disability**

Employees who are not entitled to leave for pregnancy-related disability under another law or Company policy or where such leave is less than eight weeks, may take up to an eight week unpaid leave of absence during the period in which the employee is disabled because of pregnancy, childbirth or related medical conditions. Employees must provide timely notice of the period of leave requested. The Company may ask for documentation from a medical provider to confirm that the employee may not reasonably perform their duties for the duration of the requested leave.

## **G. Kentucky Addendum**

### **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

#### **Pregnant Workers Act/Accommodations**

Vontier will provide accommodations to pregnant workers in accordance with Kentucky Pregnancy Workers Act for pregnancy, childbirth, or a related medical condition, unless the accommodation(s) would pose an undue hardship to the Vontier. An employee shall not be required to take leave from work if another reasonable accommodation can be provided. Vontier will engage in a timely, good faith, and interactive process to determine effective reasonable accommodations. Possible accommodations may include:

- more frequent or longer breaks;
- time off to recover from childbirth;
- acquisition or modification of equipment;
- appropriate seating;
- temporary transfer to a less strenuous or less hazardous position;
- job restructuring;
- light duty;
- modified work schedule; and
- private space that is not a bathroom for expressing breast milk.

Vontier will also provide lactation accommodations, including a private space, other than a bathroom, for nursing employees to express breast milk.

#### **Adoption Leave**

Upon compliance with Vontier leave request requirements, employees who adopt a child under the age of seven are eligible for a reasonable leave of absence of up to 6 weeks in accordance with Kentucky law.

### **OTHER LEAVES**

#### **Emergency Response Leave**

Vontier will provide an unpaid leave of absence to volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of an emergency management agency for time spent responding to an emergency. You must provide your manager with as much advance notice as possible prior to taking Emergency Response Leave. For the time to qualify as an unpaid leave, you must, upon return to work, provide your manager with a written statement from the supervisor or acting supervisor of the volunteer fire department, rescue squad, emergency medical services agency, law enforcement agency, or the director of the emergency management agency of the time and date of the emergency to which you responded.

If you sustain injuries in the line of duty in responding to an emergency, you will be permitted an unpaid leave of absence for a reasonable period of time for recovery of up to but no more than 12 months, provided that you have provided the Company with (1) a written statement from the supervisor, acting supervisor, or director of the volunteer fire department, rescue squad, emergency medical services agency, law enforcement agency, or emergency management agency under whose command you were on active duty and on assignment when the injury occurred, and (2) a written statement from a licensed and practicing physician regarding your injury and the date that you will be able to return to work.



## H. Massachusetts Addendum

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment Complaints**

If you feel that you are being harassed in violation of the Company's Policy Against Discrimination and Harassment, you should immediately report such conduct to:

**Nate Johnson**

5438 Wade Park Blvd, Suite 600,  
Raleigh, NC 27607  
+1 (984) 275-6022  
Nate.Johnson@vontier.com

**Kelly Clement**

5438 Wade Park Blvd, Suite 600,  
Raleigh, NC 27607  
+1 (336) 547-5000  
Kelly.Clement@vontier.com

In addition to the internal complaint procedures, employees who believe they have been subjected to harassment may file a complaint with either or both of the government agencies set forth below. Using the Company's complaint process does not prohibit an employee from filing a complaint with these agencies. Both agencies require employees to file a claim within 300 days.

The United States Equal Employment Opportunity Commission (EEOC):  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800) 669-4000

The Massachusetts Commission Against Discrimination (MCAD):

**Boston Office**

One Ashburton Place -  
Rm 601  
Boston, MA 02108  
(617) 994-6000

**Springfield Office**

436 Dwight Street, Rm  
220  
Springfield, MA 01103  
(413) 739-2145

### **ACCRUED TIME OFF**

#### **Massachusetts Paid Sick Leave**

This policy supplements the Sick Time Policy in the Employee Handbook. It does not provide for an additional 40 hours of sick time. The Company will administer its Sick Time Policy for employees working in Massachusetts in accordance with the requirements of the Massachusetts Earned Sick Time law.

For purposes of this Policy, the benefit year is defined as January 1st through December 31st.

#### **Eligibility**

All employees whose primary place of work is Massachusetts are eligible for paid sick leave. This includes full-time, part-time, temporary, seasonal, and per diem employees.

#### **Grant of Sick Time**

All Massachusetts employees will receive a grant of 40 hours of sick time upon hire and then on the first day of each calendar year.

#### **Carryover**

Because the Company grants employees 40 hours of sick leave at the beginning of the calendar year,

unused sick leave may not be carried over from one calendar year to the next.

### **Rate of Pay**

For hourly employees, sick time is paid at an employee's regular hourly rate, which means the wages that the employee would have earned if the employee had worked. Exempt employees will receive their usual salary and other compensation for pay periods in which they use sick time.

### **Permissible Uses**

Massachusetts employees may use sick time for the following reasons:

- To care for the employee's own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
- To care for a covered family member who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
- To attend routine medical and dental appointments for themselves or a covered family member;
- To travel to and from an appointment, pharmacy or other location related to the purpose for which the sick time was taken.; or
- To address the psychological, physical, or legal effects of domestic violence

### **Covered Family Member**

For purposes of this Policy, family members include an employee's: (1) child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee assumed duties of parenthood); (2) parent (biological, adoptive, or foster parent, stepparent, or person who assumed parenthood duties when the employee or the employee's spouse was a child); (3) spouse (as defined by Massachusetts marriage laws); and (4) parent of a spouse.

### **Increments of Use**

The smallest increment of sick time that may be taken in any given shift is one hour. Once an employee has met the one-hour threshold in a given shift, the employee may take additional time in the smallest increment used by the Company's timekeeping system.

### **Reporting Absences**

Employees must notify their supervisor of their intent to use sick time before they use it except in an emergency.

#### ***Foreseeable or Prescheduled Use of Sick Time***

If the need for sick time is foreseeable or prescheduled, employees must provide seven days' advance notice to their supervisor. If the need for sick time is not known seven days in advance, the employee must provide notice as soon as the need for sick time becomes known.

#### ***Unforeseeable Use of Sick Time***

For unforeseeable absences, employees must notify their supervisor by phone at least [x] hours before their scheduled start time, unless doing so is infeasible.

Employees who are absent for more than one day should notify their supervisor of their absence by phone on a daily basis. Failure to comply with notice procedures may result in discipline, up to and including termination.

### **Documentation**

Employees may be required to provide certification of the need for if the employee's use of sick time:

- exceeds 24 consecutively scheduled work hours;

- exceeds three (3) consecutive days on which the employee was scheduled to work;
- occurs within two (2) weeks prior to an employee's final scheduled day of work before termination of employment; or
- occurs after four (4) unforeseeable and undocumented absences within a 3-month period.

Please contact Human Resources for a list of acceptable forms of certification. In providing such documentation, employees need not disclose the nature of the illness or details of abuse.

### **Use of Sick Time During Other Absences**

Sick time will run concurrently with leave taken under the Family Medical Leave Act, the Massachusetts Paid Family & Medical Leave Act, the Small Necessities Leave Act, the Massachusetts Domestic Violence Leave Act, the Massachusetts Parental Leave Act, and other leave provided by the Company or as required by law.

### **No Cash Out**

Unused sick time is not cashed out at any time during employment or upon separation of employment.

### **Sick Time Upon Rehire**

If an employee separates from the Company and is rehired within one year, then previously unused sick time will be reinstated upon rehire.

If an employee separates from the Company and is rehired more than one year later, then previously unused MA-PSL is not reinstated, and the employee is treated as a new hire under this policy.

### **No Retaliation/Discrimination**

The Company prohibits discrimination or retaliation against an employee who requests and/or uses sick time under this policy.

## **FAMILY AND MEDICAL LEAVES**

### **Massachusetts Paid Family Medical Leave**

The Massachusetts Paid Family and Medical Leave ("MA-PFML") Act provides paid leave benefits to employees who are unable to work for certain reasons. The leave benefits are provided by the Commonwealth of Massachusetts and funded through employee and employer tax contributions.

#### **Eligibility**

All Massachusetts employees are eligible for MA-PFML provided that they meet the financial earnings requirements established by the Massachusetts Department of Family and Medical Leave (the "Department"). Those requirements can be found at: [MA-PFML Eligibility Criteria](#).

#### **Reasons and Duration of Leave**

Employees in Massachusetts who meet the eligibility requirements of the MA-PFML Act will be entitled to up to:

- 12 weeks of paid **family leave** in a benefit year:
  - for the birth, adoption, or foster care placement of a child,
  - to care for a family member with a serious health condition (as of July 1, 2021), or
  - because of a qualifying exigency arising out of the fact that a family member is on active duty or has been notified of an impending call to active duty in the Armed Forces.
- 20 weeks of paid **medical leave** in a benefit year if the employee has a serious health condition that incapacitates them from work.
- 26 weeks of paid **family leave** in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious

health condition relating to the family member's military service.

Employees are eligible for 26 total weeks, in the aggregate, of paid family and medical leave in a single benefit year. For example, an employee who uses 12 weeks of paid family leave for the birth of a child or to care for a serious ill family member, may take an additional 14 weeks of paid medical leave for their own serious health condition in the same benefit year.

Note: Any family leave taken by an employee to care for a family member with a serious health condition prior to July 1, 2021, will not count against an employee's MA-PFML allotment.

### **Covered Family Members**

For purposes of this policy, "family member" is defined as the spouse, domestic partner, child, parent, or parent of a spouse or domestic partner of the covered individual; a person who stood *in loco parentis* to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.

### **Benefit Year**

The benefit year is the period of 52 consecutive weeks beginning on the Sunday immediately preceding the first day of job protected MA-PFML leave.

### **Notice to Employer**

Prior to filing a claim with the Department, employees are required to provide at least 30 days' notice to the Company of the anticipated start date of any leave. An employee who is unable to provide 30 days' notice due to circumstances beyond the employee's control is required to provide notice as soon as practicable.

### **How to File a Claim**

MA-PFML is provided by the Commonwealth of Massachusetts. Accordingly, employees must file claims for MA-PFML benefits with the Department using the Department's forms. Forms and claim instructions are available to employees on the Department's website: <https://www.mass.gov/orgs/departments-of-family-and-medical-leave>.

Employees must make an application for benefits 30 calendar days in advance of starting leave. If notice cannot be provided 30 calendar days in advance, an employee must submit the application as soon as practicable. An employee may file an application with the Department up to 60 calendar days before the anticipated MA-PFML start date, but not sooner. If an employee fails to provide the required notice, the Department may delay or deny MA-PFML benefits unless unusual circumstances justify the employee's failure to provide notice.

An employee must provide all information required by the Department to receive benefit payments. The Department, not the Company, makes all decisions regarding whether an employee is eligible for MA-PFML.

An employee may appeal the Department's denial of family or medical leave or the amount of benefits awarded by submitting an appeal to the Department. The Department will send instructions to the employee on how to file an appeal along with its decision.

### **Benefit Amount**

The weekly benefit amount an employee will receive is based on an employee's earnings in the last four quarters subject to a maximum benefit amount established by the Department on an annual basis. The current maximum benefit amount can be found at: [MA-PFML Guide - Benefit Amount Details](#). The Department also offers an online calculator that employees can use to estimate their weekly benefit amount - [DFML Benefits Calculator](#).

## Waiting Period

No benefits will be paid during the first seven calendar days of MA-PFML. This 7-day waiting period for paid leave benefits will count against an employee's total period of available MA-PFML in a benefit year. An employee may use accrued paid leave (e.g., vacation, sick time, or floating holidays) or other paid leave provided by the Company during this 7-day period.

## Use of Accrued Paid Leave During MA-PFML

The following rules apply to use of accrued paid leave (*i.e.*, vacation, sick time, floating holidays) while taking MA-PFML.

- During the 7-day MA-PFML waiting period, employees may choose to use accrued paid leave, but are not required to use such time.
- Employees may not use accrued paid leave during any period in which they are receiving MA-PFML benefits from the Commonwealth. Although MA-PFML benefits do not cover an employee's full salary, the MA-PFML Act prohibits employees from using accrued paid leave to "top off" their MA-PFML benefit.
- An employee may elect to use accrued paid leave (in accordance with the terms of the applicable Company policy) instead of receiving MA-PFML benefits from the Commonwealth. Depending on the amount of accrued paid leave an employee has available, the employee may elect to substitute accrued paid leave instead of receiving MA-PFML benefits for the duration of the leave or some portion of the leave. Accrued paid leave must be used in one block of time at the beginning or end of the MA-PFML period to avoid an interruption in MA-PFML benefit payments.
- If an employee elects to use accrued paid leave during MA-PFML, the period during which the employee uses accrued paid leave will count against an employee's total MA-PFML allotment (regardless of whether the employee actually applies for MA-PFML benefits with the Department).

## Interaction with Other Company-Provided Leave Benefits

Employees may be eligible for other Company-provided benefits during MA-PFML leave. Any benefits available under the Company's paid family and medical leave policies (including the Company's Short-Term/Long-Term disability plans) will be automatically reduced by the amount of benefits available to the employee under the MA-PFML Act for the same qualifying reason. Thus, employees are encouraged to apply for benefits through the Department for any MA-PFML-qualifying leave.

## Concurrent Leave

MA-PFML will run concurrently with leave under the federal Family and Medical Leave Act, the Massachusetts Parental Leave Act, and any other leave required by law or pursuant to Company Policy, to the greatest extent allowed by applicable law. As noted above, MA-PFML will also run concurrently with any period during which an employee uses accrued paid leave for a MA-PFML-qualifying reason, as well as any period during which an employee receives Short-Term/Long-Term Disability benefits for a MA-PFML-qualifying reason.

## Intermittent Leave

Employee's may take the following types of MA-PFML on an intermittent or reduced-schedule basis in accordance with the conditions noted below:

- For medical leave due to a covered employee's own serious health condition, if a health care provider deems intermittent leave is medically necessary
- For family leave to care for a family member's serious health condition or to care for a family member who is a covered service member, if a health care provider deems intermittent leave is medically necessary
- For family leave due to a qualifying exigency
- For family leave to bond with a child during the first 12 months after the child's birth, adoption or foster care placement, only if the Company and employee mutually agree.

Intermittent leave may be taken in increments of one hour.

### **Continuation of Health Insurance**

The Company will continue to provide for and contribute to employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if the employee had continued working continuously for the duration of such leave.

### **Returning to Work/Job Protection**

Generally, an employee returning from MA-PFML will be restored to his or her previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority as of the date of leave. Time spent on MA-PFML will not count for purposes of computing accrued paid leave (e.g., vacation, sick time, personal time, PTO, etc.).

The Company may require that employees who have taken MA-PFML because of their own serious health condition provide certification from their health care provider that they are able to return to work.

### **No Retaliation**

It is unlawful for any employer to discriminate or retaliate against an employee for exercising any right to which the employee is entitled under the MA-PFML Act.

### **Separated Employees**

Separated employees who meet the eligibility requirements for MA-PFML may be entitled to MA-PFML benefits for up to 26 weeks after separation from employment, or until they obtain other employment, whichever is sooner.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Pregnant Workers Fairness Act**

The Massachusetts Pregnant Workers Fairness Act (MA-PWFA) expressly prohibits employment discrimination on the basis of pregnancy and pregnancy-related conditions, such as lactation or the need to express breast milk for a nursing child. It also describes the Company's obligations to our employees who are pregnant or lactating and the protections these employees are entitled to receive. This policy informs employees of their rights and the Company's obligations under the MA-PWFA, so that the Company can ensure that employees' needs with respect to pregnancy and any pregnancy-related conditions are reasonably accommodated.

If an employee needs or would benefit from an accommodation because of pregnancy or a pregnancy-related condition, the employee should bring that request to the attention of her supervisor or Human Resources. The Company will then engage with the employee in a good faith interactive process to determine a reasonable accommodation for the pregnancy or pregnancy-related condition. A reasonable accommodation is a modification or adjustment that allows an employee to perform the essential functions of her job while pregnant or experiencing a pregnancy-related condition, without undue hardship to the Company.

The Company will reasonably accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for a nursing child, unless doing so would pose an undue hardship. "Undue hardship" means that providing the accommodation would cause the Company significant difficulty or expense.

Under the MA-PWFA, the Company cannot:

- Require a qualifying employee to accept a particular accommodation that the employee chooses not to accept, if the accommodation is unnecessary to enable the employee to perform the essential functions of the job, or require a qualifying employee to begin disability or parental leave if another

reasonable accommodation may be provided without undue hardship;

- Deny an employment opportunity or take adverse action against an employee because of a request for or use of a reasonable accommodation for a pregnancy or pregnancy-related condition;
- Request medical documentation about the need for an accommodation if the accommodation request is for: (i) more frequent restroom, food, or water breaks; (ii) seating; (iii) limits on lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. The Company may, however, request medical documentation for other accommodations; or
- Refuse to hire a pregnant applicant or applicant with a pregnancy-related condition because of her pregnancy or a pregnancy-related condition, if the applicant is capable of performing the essential functions of the position with or without a reasonable accommodation.

This policy serves as notice to new employees of their rights under the MA-PWFA. When an employee notifies the Company of a pregnancy or pregnancy-related condition, the Company will provide an additional notice of the requirements of the MA-PWFA no later than 10 days after such notification.

If an employee believes that she has been discriminated against on the basis of pregnancy or a pregnancy-related condition, the employee may file a formal complaint with the Massachusetts Commission Against Discrimination. Employees may also have the right to file a complaint with the Equal Employment Opportunity Commission if the conduct violates federal law. Both agencies require a complaint to be filed within 300 days of the discriminatory act.

### **Parental Leave**

After completing three months of employment, a full-time employee working in Massachusetts may take up to eight weeks of unpaid Massachusetts Parental Leave (per child) for the (i) birth of a child or (ii) to adopt a child under 18 years of age (or under 23 years of age if the child is mentally or physically disabled). MA Parental Leave will run concurrently with approved FMLA leave, Massachusetts Paid Family and Medical Leave and, where applicable, any period during which an employee is receiving short-term disability benefits or other company provided benefits.

If two employees of the Company request MA Parental Leave relating to the birth or placement of the same child, the Company may limit such individuals to a combined aggregate of eight (8) weeks of MA Parental Leave.

In order to be eligible for MA Parental Leave, an employee must provide Human Resources with at least two weeks' notice of the anticipated date of departure and intention to return to work, or provide notice as soon as practicable if unable to give two weeks' notice for reasons beyond the employee's control. A period of MA Parental Leave longer than eight weeks and any extension of approved Parental Leave requires express written permission from Human Resources, unless such leave is approved under another leave law or Company policy.

At the conclusion of MA Parental Leave, an employee will be reinstated to his or her previous position or a similar position with equivalent pay and benefits. Employees who do not return to work immediately upon the expiration of a period of leave as approved by Human Resources may not be reinstated to their prior positions and may be subject to termination. The Company also reserves the right not to reinstate an employee on MA Parental Leave if other employees of equal seniority and status in the same or a similar position have been laid off due to economic conditions or have been otherwise affected by changes in employment conditions during the period of MA Parental Leave.

MA Parental Leave shall not affect an employee's entitlement to vacation time, sick leave, bonuses, advancement, seniority, or other benefits for which an employee was eligible at the date of the leave, but Parental Leave shall not be included in the computation of such benefits.

### **Other Leaves**

#### **Volunteer Emergency Responder Leave**

The Company will not discharge or take other disciplinary action against an employee who fails to report to work at the commencement of the employee's regular working hours where such failure is due to the employee responding to an emergency in the employee's capacity as a volunteer member of a fire

department or ambulance department. Time off for these purposes will be unpaid unless the employee elects to use accrued vacation time or floating holidays, in accordance with the terms of those policies. The Company may require a statement signed by the chief of the fire department or ambulance department certifying the date and time the employee responded to and returned from the emergency.

### **Jury Duty**

The Company will provide a leave of absence for the duration of an employee's jury duty service and will pay employee's their salary for the first three days of jury duty. Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor as well as Human Resources, and provide a copy of the jury summons to Human Resources. Employees are expected to report to work on any day they are excused from jury duty.

Once jury duty is completed, the employee must notify Human Resources and must submit a signed Certificate of Jury Service indicating the number of days served.



## **I. Michigan Addendum**

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment**

In accordance with the Elliott Larsen Civil Rights Act, in addition to the protected categories listed in the Handbook, the Company will not discriminate against individuals based on height, weight, or age (any age), work-related injury or illness, use of the workers' compensation system, or misdemeanor arrest record.

#### **Social Security Number Privacy Policy**

The Company takes privacy seriously. To the extent possible, the Company intends to ensure the confidentiality of employees' Social Security Numbers. The Company strictly prohibits the unlawful disclosure of the Social Security Numbers of its employees.

Access to information or documents that contain the Social Security Numbers of employees is limited to those who have a right/need to know. Generally, those who have a right/need to know include employees in Human Resources, although there may be individual circumstances where other individuals or departments have a right/need to know.

Prior to the disposal of any document, employees must first inspect it to determine whether it contains the Social Security Number(s) of any employees. If any document intended for disposal is found to contain the Social Security Numbers of any employees, you must forward that document to Human Resources which will be in charge of its proper disposal. The Company has determined that shredding is the only currently acceptable method of disposing of documents containing Social Security Numbers of employees.

Any employee that violates this policy may be subject to discipline, up to and including immediate discharge.

### **OTHER LEAVES**

#### **Crime Victim's Rights Act**

Employees who are victims of a crime and who are subpoenaed or requested by the prosecuting attorney to attend court for the purpose of giving testimony may take time off to appear. Additionally, a victim representative, as defined by the Crime Victim's Leave Act, may take time off to attend court to be present during the testimony of the victim. Employees will not be disciplined or terminated for court appearances under this policy.

#### **Civil Air Patrol Leave**

Michigan employees who are members of the Civil Air Patrol, who are trained and qualified to provide emergency services, and who need leave to respond to emergencies as declared by the U.S. President and/or Michigan's Governor, may be entitled to unpaid leave to perform such services. Employees must notify the Company that they may be called to service (either within 30 days after their employment start date or the date they joined the patrol, whichever is latest), and must provide notice of specific service obligations with as much advanced notice as possible. Employees may be required to provide their supervisor with verification regarding their need for leave to perform services in the Civil Air Patrol.

## **J. Minnesota Addendum**

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment**

In addition to the protected classes described in the Employee Handbook, the Company will not discriminate against employees on the basis of marital status, public assistance status, familial status, or membership or activity in local commissions, in accordance with Minnesota law.

### **ACCRUED TIME OFF**

#### **Kin Care and Safety Leave**

This policy supplements the Company's Sick Time Policy in the Employee Handbook. Employees may use available sick/personal days because of the illness or injury of a covered family member or for safety leave. Covered family members are the employee's child (of any age), spouse, sibling, parent, grandparent, stepparent, mother-in-law, father-in-law, and grandchild.

Safety leave is leave for the purpose of providing or receiving assistance to the employee or a covered family member because of sexual assault, domestic abuse, or stalking.

### **HEALTH AND SAFETY**

#### **Drug and Alcohol Policy**

The following provisions supplement the Company's Drug & Alcohol Policy in the Handbook:

An employee may be required to undergo drug and alcohol testing if the Company reasonably believes that an employee: (1) is under the influence of drugs or alcohol; (2) has violated the Company's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working, on the Company's premises, or operating the Company's vehicles, machinery or equipment; (3) has sustained a personal injury or caused another employee to sustain a personal injury; or (4) has caused a work-related accident or was operating or helping to operate machinery, equipment or vehicles involved in a work-related accident. The Company reserves the right to conduct random drug testing of individuals in safety-sensitive positions, in accordance with Minnesota law.

The Company will notify employees of test results within 3 days after it receives notification from the testing facility. Employees have the right to request a copy of the results. Employees may submit information to the Company to explain a positive test result within 3 working days after you receive notice of it, or you may contest the result within 5 working days.

Employees have a right to refuse to submit to a test. Refusal will be treated the same as a positive test result. An employee who tests positive may not be discharged for a first positive drug or alcohol test result unless the Company has given the employee an opportunity to participate in a counseling or rehabilitation program (at the employee's expense or pursuant to an employee benefit plan), and the employee refuses to participate in the program or fails to successfully complete it. The employee's employment may be conditioned on the employee's successful participation in and/or completion of any and all evaluations, counseling, treatment, and rehabilitation programs, passing of treatment program tests, and/or other appropriate conditions as determined by the Company.

The Company may temporarily suspend or transfer an employee pending the outcome of any confirmatory test or retest if the Company believes that it is necessary to protect the health of the employee, co-workers or the public. If the confirmatory test is negative, the Company will reinstate the employee with back pay.

An employee may be disciplined up to and including termination of employment for a second positive drug or alcohol test after the employee has been given the opportunity participate in a counseling or rehabilitation program.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Pregnancy Accommodation**

The Company prohibits discrimination against pregnant employees, employees who have given birth, or have any medical or common conditions related to pregnancy or childbirth. If you are pregnant, you may be eligible for a reasonable accommodation to perform the essential functions of your job, and to enable you to enjoy benefits and privileges of employment equal to those enjoyed by non-pregnant employees, unless such accommodation poses an undue hardship to the Company's business. A pregnant employee will not be required to obtain the advice of her health care provider, nor may an employer claim undue hardship for the following accommodations: (1) more frequent restroom, food, and water breaks; (2) seating; and (3) limits on lifting over 20 pounds. Please contact Human Resources for further information.

### **Pregnancy and Parenting Leave**

Employees who work in Minnesota may be eligible for pregnancy and parenting leave under Minnesota law for birth or adoption placement, or incapacity due to pregnancy, childbirth, and related health conditions, and prenatal care. Employees who work at least half time, who have been employed at least 12 consecutive months immediately preceding the leave date would begin, and who are a natural or adoptive parent, are entitled to unpaid leave of up to 12 weeks of leave. The leave may begin not more than 12 months after the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after the child leaves the hospital.

## **OTHER LEAVES**

### **School Conference and Activities Leave**

Employees are entitled to a total of 16 hours of unpaid leave during any 12-month period to attend school conferences or school-related activities for the employee's child, provided that such conferences or school-related activities cannot be scheduled during non-work hours. In addition, if the employee's child receives child care services by someone other than a parent or legal guardian in or outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day, or attends a pre-kindergarten regular or special education program, the employee may use the leave time provided in this section to attend a conference or activity related to the employee's child, or to observe and monitor the service or program, provided that the conference, activity, or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the Company's operations. An employee may substitute earned vacation time or floating holidays for any part of the leave under this section.

### **Family Military Leave**

Employees may be entitled to Family Military leave under Minnesota law. This policy summarizes some of the components of this unpaid leave. An employee may be eligible for up to 10 days of leave for immediate family members of military personnel injured or killed in active service as a member of the United States armed forces. Immediate family member is defined as a parent, child, grandparent, sibling or spouse. The employee must give the Company as much notice as practicable under the circumstances.

Leave is also available for a send-off or homecoming ceremony for a parent, child, grandparent, legal guardian, sibling, child, grandchild, spouse, fiancé, or fiancée who has been ordered into active service in support of a war or other national emergency. Unless it would disrupt its operations, the Company will provide unpaid leave of actual time necessary to attend a send-off or homecoming ceremony for a mobilized service member, not to exceed one working day each calendar year.

### **Bone Marrow Donation Leave**

Any employee who works an average of at least 20 hours per week may take up to 40 hours total paid leave to donate bone marrow or to determine if the employee is a proper donor. Advance notice is not required, but the Company may require medical certification stating the purpose and length of the leave.

**Political Activities Leave**

Any employee may take unpaid leave to attend political meetings of the state central committee or executive committee, if the employee is a member of the committee; or to attend any convention of major political party delegates if the employee is a delegate or alternative delegate to that convention. Employees must provide at least 10 days advance written notice. The Company may require documentation supporting the leave request.

**Civil Air Patrol Leave**

Employees who work 20 or more hours per week may take unpaid leave for time spent as a member of the Civil Air Patrol, unless such leave would unduly disrupt the Company's operations.

**Domestic Abuse Leave**

Employees may take reasonable time off to attend criminal proceedings, or obtain an order of protection or other relief under the Minnesota Domestic Abuse Act. Spouses and immediate family members may also take time off to attend criminal proceedings, and parents, guardians or stepparents of the victims may take time off to attend proceedings when seeking order of protection. Employees are expected to give 48 hours advanced notice where possible. Unless otherwise required by applicable local law, this leave is unpaid.

## **K. New Jersey Addendum**

### **EEO & Discrimination/Harassment**

#### **Non-Discrimination**

In accordance with the New Jersey Law Against Discrimination, in addition to the protected categories listed in the Company's Employee Handbook, the Company also prohibits discrimination against individuals based on civil union status, domestic partnership status, atypical hereditary cellular or blood trait and natural hairstyles.

### **ACCRUED TIME OFF**

#### **New Jersey Paid Sick and Personal Leave**

This Policy supplements the Company's Paid Sick Time Policy in the Employee Handbook. The Company's Sick Time Policy will be administered in accordance with the New Jersey Earned Sick Leave law. It does not entitle New Jersey employees to an additional 40 hours of Sick Time.

#### **Eligibility and Pay**

All New Jersey employees are entitled to use Sick Time.

The Company will provide employees with 40 hours of Sick Time on January 1 of each calendar year. Because employees receive a frontloaded allotment of 40 hours on January 1 of each calendar year, unused sick time may not be carried over from year to year.

Sick time is not paid out at any time during employment (year-end) and is not paid out upon termination.

Sick time is paid at your regular hourly pay rate. Sick time does not count as hours worked when calculating overtime pay for non-exempt employees.

#### **Increments of Use**

Employees may use sick time in four hour increments, up to the amount of hours the employee was scheduled to work during that shift, for any covered reason as set forth below.

#### **Permissible Uses**

Employees may use available sick time for the following reasons:

- Diagnosis, care, or treatment of, or recovery from, an employee's own mental or physical illness, injury, or other health condition, or for the employee's own preventive medical care;
- For care of an employee's Family Member (as defined below) during diagnosis, care, or treatment of, or recovery from, the Family Member's mental or physical illness, injury, or health condition, or for the Family Member's preventive medical care;
- For certain absences resulting from the employee or an employee's Family Member being a victim of domestic or sexual violence, including to (a) obtain medical attention, services from a domestic violence or victims services organization, psychological or other counseling, or legal services, or (b) relocation;
- Closure of the employee's workplace or the school or place of childcare of the employee's child by order of a public official due to a public health emergency or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
- Determination by a public health authority that the employee's presence in the community, or the presence of a member of the employee's family who is in the care of the employee, would jeopardize the health of others;
- For time needed by the employee to attend a school-related conference, meeting, function, or other event requested or required by a school responsible for the employee's child's education, or to

attend a meeting regarding care provided to the employee's child in connection with the child's health conditions or disability;

- A declaration of a state of emergency by the Governor, or the issuance by a health care provider or the Commissioner of Health or other public health authority, of a determination that the employee's presence in the community, or that of a member of the employee's family in need of care by them, would jeopardize the health of others; or
- During a governor-declared state of emergency, or upon the recommendation, direction, or order of a healthcare provider or the Commissioner of Health or other authorized public official, the employee undergoes isolation or quarantine, or cares for a family member in quarantine, as a result of suspected exposure to a communicable disease and a finding by the provider or authority that the individual/family member's presence in the community would jeopardize the health of others.

### **Covered Family Member**

For purposes of this policy, a Family Member means an employee's child (biological, adopted, foster, step, legal ward, or a child of a domestic partner or civil union partner of the employee); grandchild; sibling (biological, adopted, foster); spouse; domestic partner; civil union partner; parent (biological, adoptive, foster, step, or legal guardian of an employee or of the employee's spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee's spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child); grandparent; the spouse, domestic partner, or civil union partner of a parent or grandparent of the employee; the sibling of a spouse, domestic partner, or civil union partner of the employee; or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

### **Reporting Absences**

If the need for sick leave is foreseeable, employees must provide at least seven days' advance notice to the Company and must make a reasonable effort to schedule the use of sick time in a manner that does not unduly disrupt the Company's operations. If the need to use PST is unforeseeable, then employees must provide notice to the Company as soon as practicable.

The Company may prohibit employees from using foreseeable earned sick leave on certain dates and require reasonable documentation if sick leave that is not foreseeable is used during those dates.

### **Documentation**

After an absence of three or more consecutive days, Employees may be required to provide reasonable documentation that sick time was used for a covered reason. The following forms of documentation will be considered reasonable:

- If the leave is for employee's or Family Member's sick time: Documentation signed by a health care professional who is treating the employee or the Family Member indicating the need for the leave and, if possible, number of days of leave.
- If the leave is permitted because of domestic or sexual violence (as set forth above): (a) medical documentation; (b) a law enforcement Company record or report; (c) a court order; (d) documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; (e) certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence Company or other victim services organization; or (f) other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
- If the leave is for a public health emergency (as set forth above): A copy of the order of the public official or the determination by the health authority.
- If the leave is to attend a school-related conference, meeting, function, or other event (as set forth above): tangible proof of the school-related conference, meeting, function, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the education of the employee's child; or tangible proof of the meeting regarding care provided to the child of the employee in connection with the child's health conditions or disability

Such documentation does not need to explain the nature of any illness, injury or medical condition of the

employee or the employee's family member, or describe the details of any domestic or sexual violence.

### **No Retaliation/Discrimination**

Employees may request and use sick time under this policy without fear of retaliation or discrimination, which Company policy prohibits.

### **Sick Time Upon Re-Hire**

If an employee is terminated, laid off, furloughed, or otherwise separated from employment with the Company, any unused accrued sick time shall be reinstated upon the rehiring or reinstatement of the employee to that employment, within six months of termination, being laid off or furloughed, or separation. In addition, the prior period of employment will count toward the usage waiting period.

### **Abuse**

Misuse of sick time is grounds for discipline, up to and including termination.

## **FAMILY AND MEDICAL LEAVES**

### **New Jersey Family Leave**

Under the New Jersey Family Leave Act (NJFLA), employees who have been employed for at least twelve months and have worked 1,000 base hours in the twelve months prior to requesting a family leave are eligible for up to twelve (12) weeks of unpaid leave in a twenty-four-month period for:

- the birth of a child of the employee, including a child born pursuant to a valid written agreement between the employee and a gestational carrier;
- the placement of a child with the employee into foster care or in connection with the adoption of the child; or
- the care for a covered family member with a serious health condition; or
- in the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which: (a) requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency; (b) prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others; or (c) results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

Covered family members include parents, spouses, domestic partners, one partner in a civil union couple, biological or adopted children (including a child pursuant to a gestational carrier agreement), foster children, resource family children, resource family parent, stepchildren, legal wards, biological, adoptive or foster parents, step-parents, grandparent, grandchild, parents-in-law or the Employee's legal guardians having a parent-child relationship with the Employee, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

Leave taken because of the birth or adoption of a child by the employee may begin at any time within a year after the birth or placement of the child.

### **Intermittent Leave**



Generally, intermittent or reduced schedule leave must be taken within a 12-month period, unless a new triggering event arises, and must be taken in at least 1-week increments, and if possible, employees must inform the Company of a regular schedule of days or days of the week that they will be taking intermittent leave. In the case of leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the leave may be taken intermittently if: (1) the employee provides the Company with prior notice of the leave as soon as practicable; and (2) the employee makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the Company and, if possible, provide the Company, prior to the commencement of the intermittent leave, with a regular schedule of the day or days of the week on which the intermittent leave will be taken.

### **Notice of the Need for Leave**

If the leave is foreseeable for the birth or adoption of a child, or the placement of a child into foster care, the employee must provide at least 30 days advance written notice of the need for the leave. If the leave is for a serious health condition, the employee must provide 15 days advance notice, unless it is an emergency.

### **Certification**

For a serious health condition, the employee must provide certification stating (1) the date on which the serious health condition began; (2) the probable duration; and (3) medical facts within the health care provider's knowledge regarding the condition.

For the birth or placement of a child, the employee must provide certification stating the date of birth or placement of the child.

Where leave is taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease certification issued by a school, place of care for children, public health authority, public official, or health care provider is required, and will be sufficient if it includes:

- For leave taken to provide in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency, the date on which the closure of the school or place of care of the child of the employee commenced and the reason for such closure;
- For leave taken due to a public health authority's issuance of a determination requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee would jeopardize the health of others, the date of issuance of the determination and the probable duration of the determination; or
- For leave taken because a health care provider or public health authority recommends that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee would jeopardize the health of others, the date of the recommendation, the probable duration of the condition, and the medical or other facts within the health care provider or public health authority's knowledge regarding the condition.

### **Interaction between New Jersey Family Leave Act and Federal Family Medical Leave Act**

This leave may or may not run concurrently with leaves granted under the federal FMLA depending upon the circumstances surrounding the leave. The NJFLA does not provide covered employees with leave for their own disabilities, so if an employee utilizes all of his or her allotted time under the federal FMLA for his or her own disability, the employee may subsequently be entitled to time off under the NJFLA in connection with the birth or adoption of a child, or the placement of a child into foster care, or the serious illness of a parent, child, or spouse. However, when an employee takes a leave for a purpose covered by both the FMLA and the NJFLA, the leave simultaneously counts against an employee's entitlement under both laws.

Because the NJFLA does not provide for leave as the result of the employee's own serious health condition, it distinguishes between the portion of a maternity leave that is the result of disability and the portion that is



for bonding purposes. Under the NJFLA, the post-delivery period will be considered disability leave (covered only by the federal FMLA but not the NJFLA) until the woman has been deemed to no longer be disabled by her doctor. The NJFLA and the federal FMLA will only run concurrently during the bonding portion of maternity leave. A woman may not collect disability benefits while on maternity leave under the NJFLA.

## **New Jersey Paid Family Leave Insurance**

Eligible New Jersey employees covered by the state's Temporary Disability Insurance system are entitled to up to twelve weeks of benefits within a 12-month period under New Jersey's paid family leave benefits law. An employee's weekly benefit is 85% of the employee's average weekly wage, subject to a maximum of 70% of the Statewide average weekly wage (up to a maximum of \$881/week.) New Jersey paid family leave benefits are financed through employee contributions. Paid family leave benefits taken on an intermittent basis will be available up to a maximum of 56 days in a 12-month period.

### **Eligibility**

Employees must have had at least 20 calendar weeks in covered New Jersey employment, and meet the minimum earning requirements under the Temporary Disability Insurance law, to be eligible for paid family leave benefits. If eligible, there is no waiting period before usage.

### **Reasons for Leave**

New Jersey paid family leave benefits are provided to eligible employees who must take time off:

- To care for a family member (as defined below) with a serious health condition;
- To be with a child during the first 12 months after the child's birth, if either the employee, or the domestic partner or civil union partner of the employee, is a biological parent of the child, or is a parent of the child pursuant to a valid gestational carrier agreement;
- To be with an adopted or foster child during the first 12 months after the placement of the child for adoption or as a foster child; or
- For reasons covered under the New Jersey Security and Financial Empowerment ("SAFE") Act, on the employee's own behalf, if the employee is a victim of an incident of domestic violence a sexually violent offense, or to assist a family member of the employee who has been a victim of an incident of domestic violence or a sexually violent offense; or
- During a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Public Health or other public authority, because of an illness caused by an epidemic of a communicable disease, a known or suspected exposure to a communicable disease, or efforts to prevent spread of a communicable disease, which requires in-home care or treatment of a family member of the employee due to: (A) the issuance by a healthcare provider or the commissioner or other public health authority of a determination that the presence in the community of a family member may jeopardize the health of others; and (B) the recommendation, direction, or order of the provider or authority that the family member be isolated or quarantined because of suspected exposure to the communicable disease.

### **Covered Family Members**

For purposes of this policy, family member includes (1) children, (2) parents, (3) parents-in-law, (4) grandparents, (5) grandchildren, (6) siblings, (7) spouses, (8) domestic partners, (9) civil union partners, (10) any other individual related by blood to the employee, and (11) any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship.

### **Bonding Leave**

In the case of paid family leave benefits taken to care for a newborn, newly adopted child, or newly placed foster child, the following conditions apply:

- Paid family leave benefits must be taken during the first 12 months after the child's birth, placement or adoption.
- Paid family leave benefits may be taken on a continuous, non-intermittent basis if the employee provides the Company with no less than 30 days' notice before the paid family leave begins, unless

an exception under applicable law applies.

- Paid family leave benefits may be taken intermittently if the employee (a) provides the Company with no less than 15 days' notice before the first day the benefits are paid, unless an emergency or unforeseen circumstances preclude such notice, (b) makes a reasonable effort to schedule the leave in a way that will result in minimal disruption to operations, and (c) if possible, provides the Company with a regular schedule of the days or days of the week on which the intermittent leave will be taken.

### **Care for a Family Member**

In the case of a family member with a serious health condition, the following provisions apply:

- Paid family leave benefits may be taken on a continuous, non-intermittent basis, if the employee (a) provides the Company with prior notice in a reasonable and practicable manner, unless an emergency or unforeseen circumstances preclude such notice, (b) makes a reasonable effort to schedule the leave in a way that will result in minimal disruption to operations, and (c) satisfies applicable certification requirements.
- Paid family leave benefits may be taken intermittently if the employee (a) provides the Company with no less than 15 days' notice before the first day the benefits are paid, unless an emergency or unforeseen circumstances preclude such notice, (b) makes a reasonable effort to schedule the leave in a way that will result in minimal disruption to operations, (c) satisfies applicable certification requirements, and (d) if possible, provides the Company with a regular schedule of the days or days of the week on which the intermittent leave will be taken.
- Where paid family leave benefits are received in connection with the serious health condition of a covered family member, the employee must obtain a medical certification from the family member's health care provider setting forth: (i) the date, if known, on which the serious health condition commenced; (ii) the probable duration of the condition; (iii) the medical facts regarding the condition; (iv) a statement that the condition warrants the individual providing care; (v) an estimate of the amount of time the individual may need to care for the family member; (vi) if the leave is intermittent, a statement of the medical necessity for the intermittent leave and the expected duration of the intermittent leave; and (vii) if the leave is intermittent and for planned medical treatment, the dates of the treatment.

### **Safe Time Leave**

Where paid family leave benefits are received in connection with an absence for reasons covered under the New Jersey SAFE Act (as set forth above), the employee may be required to provide appropriate supporting documentation. Please contact Human Resources for further information.

### **Interplay with FMLA and other Paid Time Off**

The paid family leave benefits received pursuant to this law run concurrently with any unpaid leave taken under the New Jersey Family Leave Act (NJFLA) and the federal Family and Medical Leave Act (FMLA), where legally permissible. Employees may choose to use any accrued paid leave, such as vacation or floating holidays, at full pay before receiving paid family leave insurance benefits.

### **OTHER LEAVES**

#### **Leave for Domestic Violence or Sexually Violent Offenses**

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act") provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence or a victim of a sexually violent offense. Leave may also be taken by an employee whose "covered family member" (defined as parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the

employee shows to have a close association with the employee which is the equivalent of a family relationship) is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's covered family member;
- Obtaining services from a victim services organization for the employee or the employee's covered family member;
- Obtaining psychological or other counseling for the employee or the employee's covered family member;
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's covered family member;
- Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's covered family member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's covered family member was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid leave that the employee elects to use or which the Company requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act or the federal Family and Medical Leave Act, the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the Company with written notice of the need for the leave, unless an emergency or other unforeseen circumstances precludes prior notice. The employee must provide the Company with written notice as far in advance as reasonable and practicable under the circumstances. The Company has the right to require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave, without specifying details. The Company must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The Company prohibits any kind of discrimination, harassment, or retaliation towards an employee on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

### **Emergency Response Leave**

An employee who is called to duty as a volunteer emergency responder to a state of emergency issued by the President of the United States or the governor of New Jersey is entitled to an unpaid leave of absence and reinstatement to the same or comparable position upon returning from leave. Volunteer emergency responders must provide notice to the Company at least one hour before the scheduled time to work. If the volunteer emergency responder is actively engaged in rendering emergency services for more than one consecutive work day, the officer in charge shall notify the Company of each day the employee is required to be absent from work. Upon returning to work, the volunteer emergency responder must provide the Company with a copy of the incident report and a certification from the officer in charge verifying that the emergency responder was actively engaged in rendering emergency services, along with the date and time the volunteer emergency responder was relieved from emergency duty.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Pregnancy Accommodation**

The Company will provide reasonable accommodations to an employee affected by pregnancy, unless the accommodation causes undue hardship on its business operations. Reasonable accommodations may include, but are not limited to, bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules, and temporary transfers to less strenuous or hazardous work. Please talk to Human Resources if you need to request a reasonable accommodation. You will not be penalized for requesting an accommodation.

## **L. New York Addendum**

### **EEO AND DISCRIMINATION**

#### **Non-Discrimination**

In accordance with the New York State Human Rights Law and New York City Administrative Code, in addition to the protected categories listed in the main Handbook, the Company will not discriminate against individuals based upon familial status, caregiver status, domestic violence victim status, unemployment status, natural hairstyles, or on the basis of sexual and reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device or medical service).

#### **Anti-Harassment, Non-Discrimination and Anti-Retaliation Policy**

The Company is committed to maintaining a workplace free from discrimination, retaliation and sexual and any other forms of harassment, as well as an environment where all employees are treated with respect and dignity. The Company does not tolerate any form of discrimination or harassment based on race, color, creed, religion, sex (including pregnancy, childbirth and medical conditions related to pregnancy and childbirth, and breastfeeding), sexual orientation, sex stereotyping (including assumptions about a person's behavior or appearance, gender roles, gender expression or gender identity), gender identity or expression, including gender dysphoria, national origin, age, disability, marital status, military or veteran status, citizenship, genetic information (including predisposing genetic characteristics), familial status, caregiver status, domestic violence victim status, unemployment status, natural hairstyles, on the basis of sexual and other reproductive health decision-making (including, but not limited to, a decision to use or access a particular drug, device or medical service), or status in any group or class protected by applicable federal, state or local law ("Protected Characteristics"). For additional information in support of this commitment please refer to the Company's EEO policy statement in the main Handbook.

#### **Discrimination and Harassment**

The Company does not tolerate discrimination, harassment or retaliation. The Company expressly prohibits any form of discrimination or harassment because of any Protected Characteristics. Improper interference with the ability of individuals to perform their expected job duties is not tolerated.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment and retaliation. Everyone is responsible for refraining from discrimination, harassment or retaliation of anyone doing business on behalf of the Company. This policy prohibits harassment, discrimination, and retaliation, whether engaged in by fellow employees, a supervisor, or Non-Employees.

This policy applies to all employees, applicants for employment, interns, and certain Non-Employees, as defined in Footnote 1 (together, "Covered Individuals"), regardless of immigration status.<sup>3</sup> All must follow and uphold this policy. It applies to all incidents of alleged discrimination, harassment or retaliation, including but not limited to, any work-related setting outside the workplace such as offsite meetings and business-related social events, where the alleged offender is a job applicant, your supervisor, co-worker, or a Non-Employee.

Violations of this policy include any discriminatory remarks, threats of violence or similar unlawful conduct, or other verbal or physical conduct that constitutes harassment towards an individual based on their Protected Characteristics. Individuals who violate this policy are subject to discipline up to and including an unpaid suspension or termination, and/or other appropriate corrective action.

Harassment that is expressly prohibited by this policy includes, but is not limited to:

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<sup>3</sup> A Non-Employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected Non-Employees include persons commonly referred to as independent contractors, "gig" workers and temporary Company workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with Company. Nothing in this policy is intended to create an employment relationship between the Company and contractors, subcontractors, vendors, consultants, independent contractors or temporary agency workers.

- Visual conduct, including displaying of derogatory objects or pictures, cartoons, graffiti or posters relating to another person's Protected Characteristics;
- Verbal conduct, including making or using derogatory comments, epithets, slurs and jokes relating to another person's Protected Characteristics;
- Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look; and
- Hostile actions taken against an individual because of Protected Characteristics such as: interfering with or damaging a person's workstation or equipment, sabotaging an individual's work, interfering with an individual's ability to perform the job, and name-calling or other forms of verbal abuse.

## **Sexual Harassment**

Sexual harassment is a form of sex discrimination which is prohibited by federal, state, and (where applicable) local law. Sexual harassment may also be unlawful. Sexual harassment includes harassment on the basis of self-identified or perceived sex, sexual orientation, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any other conduct of a sexual nature, or which is directed at an individual because of that individual's sex when: (i) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment; (ii) such conduct is made either explicitly or implicitly a term or condition of employment or engagement; or (iii) submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment or engagement by the Company.

Examples of conduct that may constitute sexual harassment and that are prohibited include, but are not limited to, the following:

- Physical acts of a sexual nature, such as: touching, pinching, patting, kissing, grabbing another Covered Individual's body; sexual assault or attempts at sexual assault;
- Unwanted sexual advances or propositions, such as: requests for sexual favors accompanied by implied or overt threats concerning the target's job performance, a promotion, or other job benefit or detriment, or pressure for unwelcome sexual activities;
- Sexually oriented gestures, noises, remarks, jokes or comments about or inquiries into a person's sexuality or sexual experience, commentaries about a person's body, which create a hostile work environment; and
- Sexual or discriminatory displays or publications, such as: displaying pictures, posters, calendars, objects, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace or elsewhere.

Sexual harassment can occur between any individuals, regardless of their sex or gender. A superior, subordinate, coworker or anyone in the workplace including an independent contractor, temporary agency worker, vendor, client, customer or visitor can engage in sexual harassment.

Sexual harassment can occur anywhere. Sexual harassment is not limited to the physical workplace itself. It can occur while Covered Individuals are traveling for business or at Company sponsored events or parties. Calls, texts, emails, and social media usage by Covered Individuals can constitute inappropriate workplace harassment, even if they occur away from the workplace premises, on personal devices, or during non-work hours.

## **Retaliation**

Retaliation is prohibited by the Company. Retaliation is any adverse action that could discourage an individual from coming forward to report or support a discrimination or harassment complaint, or that may occur as a result of any "protected activity" as defined below in this policy. Adverse action need not be job-related or occur in the workplace to constitute retaliation.

Federal, state and local laws protect any individual who has engaged in "protected activity." Protected activity occurs when a person has, in good faith: (i) made a complaint of discrimination, or harassment, either internally or with any anti-discrimination agency; (ii) testified or assisted in a proceeding involving federal, state, or local anti-discrimination law; (iii) opposed discrimination or harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of discrimination or harassment; (iv) reported that another individual has been discriminated against or harassed; or (v) encouraged an individual to report discrimination or harassment. Making intentionally false claims of discrimination, harassment or retaliation is *not* protected activity.

### **Reporting Discrimination, Harassment and/or Retaliation Internally**

The Company cannot prevent or remedy discrimination, harassment or retaliation unless it knows about it. Any person who has been subjected to behavior that may constitute discrimination, harassment and/or retaliation, or who has witnessed or becomes aware of conduct that may constitute discrimination, harassment and/or retaliation, must report such behavior to either their immediate supervisor, Human Resources, or Legal Department. There is no formal chain of command when it comes to reporting any issues, concerns or formal complaints regarding discrimination or harassment, and individuals may bypass their supervisor or anyone in their chain of command, and report behavior directly to Human Resources or the Vice President of Legal Affairs without fear of retaliation.

Reporting must be as soon after the event occurs as possible. Should the alleged harassment occur at a time other than normal business hours, the complaint should be voiced as early as practicable on the first business day following the alleged incident.

Complaints may be made verbally or in writing. A Complaint Form for submission of a written complaint is attached to this Addendum, and you are encouraged to use this Complaint Form to report potential discrimination, harassment and/or retaliation.

You are also encouraged (though not required) to inform the alleged harasser that the behavior is unwelcome. In many instances, a person may be unaware that his or her conduct is unwelcome or offensive and when so advised, can easily and willingly correct the conduct so that it does not re-occur.

### **Supervisory Responsibilities**

All supervisors and managers who receive a complaint or information about suspected discrimination, harassment or retaliation, observe what may be discriminatory, harassing or retaliatory behavior, or for any reason suspect that discrimination, harassment or retaliation is occurring, are required to report such suspected discrimination, harassment or retaliation to Human Resources or the Legal Department.

In addition to being subject to discipline, up to and including an unpaid suspension or termination, and/or other appropriate corrective action if they engage(d) in discriminatory, harassing or retaliatory conduct themselves, supervisors and managers will be subject to discipline, up to and including an unpaid suspension or termination, and/or other appropriate corrective action for failing to report suspected discrimination, harassment or retaliation, or otherwise knowingly allowing discrimination, harassment or retaliation to continue.

### **Complaint And Investigation Process**

All complaints or reports of actual or suspected discrimination, harassment and/or retaliation will be investigated in an impartial, timely, and thorough manner. Investigations will be kept confidential to the extent possible. The rights and interests of all persons involved, including complainants, witnesses and alleged wrongdoers, will be protected during all investigations.

Everyone is required to cooperate as needed in an investigation into allegations of suspected discrimination, harassment or retaliation and in all other company investigations. Anyone who intentionally provides false or inaccurate information during an investigation will be subject to discipline, up to and including an unpaid suspension or termination, and/or appropriate remedial action.

While the process may vary from case to case, in conducting an investigation, the Company will: (i) promptly



review the allegations and take any interim actions, as appropriate; (ii) where necessary and appropriate, interview parties involved, including any relevant witnesses; (iii) take appropriate disciplinary and/or other remedial actions if a violation of this policy occurred; and (iv) the results of any official investigation will be communicated as deemed appropriate by the Company in its discretion.

Anyone who engages in discrimination, harassment or retaliation will be subject to appropriate disciplinary action, up to and including an unpaid suspension or termination, and/or other appropriate corrective action. The Company will also review its relationships and engagements with any non-employees who engage in such behavior to determine if such relationships or engagements should be continued.

### **External Legal Protections And Remedies**

Discrimination, harassment and retaliation are not only prohibited by the Company but also are prohibited by state, federal, and, where applicable, local law, and may also be unlawful.

It is the Company's desire to resolve all complaints of discrimination, harassment and/or retaliation through the Company's internal complaint resolution process described above. However, the Company also recognizes an individual's right to seek assistance from outside agencies. Aside from the internal process at the Company, those who believe they may have been sexually harassed and/or retaliated against may choose to contact the following governmental entities.

The Company is subject to the New York Executive Law, administered by the New York State Division of Human Rights ("SDHR"), Title VII of the Civil Rights Act, administered by the U.S. Equal Employment Opportunity Commission ("EEOC"), and the New York City Human Rights Law, administered by the New York City Commission on Human Rights ("CCHR"). These agencies take complaints of discrimination, harassment, and retaliation and investigate to make determinations on the merits. Administrative and judicial review of agency determinations is provided for by the laws in question. You also have the right to file a complaint in a court of law. You can locate the nearest regional SDHR office by calling (718) 741-8400 or on the website at <https://dhr.ny.gov>. The EEOC is at 33 Whitehall Street, 5th Floor, New York, New York 10004 or you can call (800) 669-4000, (TTY: 1-800-669-6820). Information about the CCHR is located at: [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml) or by calling 311. Many localities enforce laws protecting individuals from discrimination, harassment, or retaliation. Contact your county, city or town to see if such a law exists.

If there is a finding that the law was violated, remedies may include termination of unlawful acts, monetary damages, including back pay and benefits, attorney's fees and costs, civil fines, equitable relief and possible liquidated damages.

### **ACCRUED TIME OFF**

#### **New York Paid Sick and Safe Leave**

This Policy supplements the Sick Time Policy in the Employees Handbook. All employees may use up to 40 hours of Sick Time consistent with the New York State Paid Sick Leave Law. This Policy does not provide an additional 40 hours of sick time.

Employees will be provided with 40 hours of sick time on January 1 of each calendar year. Because employees receive a frontloaded allotment of 40 hours on January 1 of each calendar year, sick time may not be carried over from year to year, unless applicable law provides otherwise.

#### **Reasons for Use**

Sick time may be used for absences from work due to any of the following NYPSL-qualifying reasons:

- a mental or physical illness, injury, or health condition of an employee or such employee's family member (as defined below), regardless of whether such illness, injury, or health condition has been diagnosed or requires medical care at the time that such employee requests such leave;
- the diagnosis, care, or treatment of a mental or physical illness, injury or health condition of, or need for medical diagnosis of, or preventive care for, such employee or such employee's family member;
- closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or child care provider has been closed by order of a public official due to a public health emergency; and



- for “safe time” when employees or their family member has been the victim of domestic violence, a family offense matter, sexual offense, stalking, or human trafficking:
  - To obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a family offense matter, sexual offense, stalking or human trafficking.
  - To participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee’s family members from future family offense matters, sexual offenses, stalking or human trafficking.
  - To meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in, any criminal or civil proceeding, including but not limited to matters related to a family offense matter, sexual offense, stalking, human trafficking, custody, visitation, matrimonial issues, orders of protection, immigration, housing, discrimination in employment, housing or consumer credit.
  - To file a complaint or domestic incident report with law enforcement.
  - To meet with a district attorney’s office.
  - To enroll children in a new school; or
  - To take other actions necessary to maintain, improve or restore the physical, psychological, or economic health or safety of the employee or employee’s family member or to protect those who associate or work with the employee.

A “family member” includes an employee’s (1) child (biological, adopted or foster child, a legal ward, or a child of an employee standing in loco parentis), (2) spouse, (3) domestic partner, (4) parent (biological, foster, step- or adoptive parent, or a legal guardian of an employee, or a person who stood in loco parentis when the associate was a minor child), (5) sibling (includes half, adopted, or step sibling), (6) grandchild, (7) grandparent, (8) the child or parent of an employee’s spouse or domestic partner, (9) any other individual related by blood to the employee, and (10) any other individual whose close association with the employee is the equivalent of a family relationship.

### **Increments of Usage**

Employees may use sick time for NYPSL-qualifying reasons in minimum increments of four hours, and then in 30-minute increments thereafter.

### **Payment**

Sick time for NYPSL-qualifying reasons is paid at the highest applicable rate of pay to which the employee would be entitled under New York labor law or any other applicable federal, state, or local law, and in no event shall the rate of pay be less than the applicable minimum wage.

### **Reporting Absences**

Employees must provide oral or written notice (e-mail or text message is adequate) of their request to use sick time. However, where the need to use sick time is foreseeable, employees are expected to advise their supervisor or Human Resources in writing or orally of the need to use sick time at least 7 days in advance of taking such leave.

### **Documentation**

Employees who use more than three consecutive days of sick time may be required to provide reasonable documentation to verify that the time was used for a covered reason under this policy. Reasonable documentation, however, does not need to explain the nature of the reason for leave. The Company will reimburse employees for any costs or fees associated with obtaining documentation. Requests for documentation may include the following:

- For absences due to sick time reasons, documentation signed by a licensed health care provider indicating that leave is required, the amount of leave needed, and a date that the employee may return to work.
- For absences relating to safe time reasons, documentation signed by an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or

other professional service provider from whom the employee or that employee's family member has sought assistance in addressing family offense matters, sex offenses, stalking, or human trafficking and their effects; a police or court record; or a notarized letter from the employee explaining the need for such time.

Reasonable documentation must be provided within seven days of the employee's return to work following a covered absence.

An employee may be subject to disciplinary action, up to and including termination, for failure or delay in providing the required reasonable documentation.

### **Confidentiality**

The Company will not require the disclosure of details relating to an employee or family member's illness, injury, or health condition or require the disclosure of details relating to an employee's or family member's status as a victim of family offenses, sexual offenses, stalking or human trafficking as a condition of using time off for a covered reason as set forth above. Any information obtained for the purposes of utilizing or verifying sick time for an NYPSL-qualifying reason shall be treated as confidential and shall not be disclosed except by the affected employee, with the written permission of the affected employee, or as required by law.

### **No Retaliation/Discrimination**

Employees have the right to take sick time for an NYPSL-qualifying reasons, and the Company prohibits discrimination or retaliation based on employees' good faith exercise of their right to take sick time. Any employee who believes that they have been subject to such discrimination or retaliation must immediately report the incident to Human Resources.

Any employee absent for more than five consecutive work days should contact Human Resources for information on short-term disability insurance provided in accordance with Company policy and New York State law.

When disability benefits are paid under the Worker's Compensation Act for lost time resulting from injury or sickness related to an employee's job, the amount of Worker's Compensation, plus sick time may not exceed the employee's regular base rate of pay.

## **FAMILY AND MEDICAL LEAVES**

### **New York State Paid Family Leave Benefits**

Employees who are based in New York State may be eligible to receive benefits through the New York Paid Family Leave ("NY-PFL") program. NY-PFL benefits are financed through employee contributions via payroll deductions in amounts determined by New York State.

#### **Eligibility**

Employees whose regular schedules are for 20 or more hours per week are eligible for NY-PFL if they have been employed for 26 consecutive work weeks. If employees are regularly scheduled to work fewer than 20 hours per week, such employees become eligible for NY-PFL after 175 workdays (not calendar days). Once an employee is eligible, there is no waiting period for NY-PFL benefits. If two spouses work for the Company, only one employee at a time is eligible for NY-PFL to bond with the same child or care for the same family member, but each employee is eligible for their own amount of NY-PFL at different times.

#### **Use of Leave**

NY-PFL is not for an employee's own illness or disability. NY-PFL may be taken by an eligible employee for the following purposes:

- To provide care or participate in providing care, including physical or psychological care, for a covered Family Member, defined as a child, parent, grandparent, grandchild, spouse, domestic

partner, or sibling (effective January 1, 2023) when the Family Member has a serious health condition;

- To bond with the employee's child the first year after birth, adoption, or foster placement (including time before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed); or
- For any "qualifying exigency" under the FMLA, where the covered family member, as defined under the Family Medical Leave Act ("FMLA"), is on active duty or has been notified of an order to resume active duty in the military.

### **Amount of Leave Time/Leave Benefits**

Employees will be eligible to take up to 12 weeks of NY-PFL in any 52-consecutive week period. Benefits will be paid at the rate of 67% of the employee's average weekly wage, but not more than 67% of the state average weekly wage.

Employees may not collect NYS disability payments and NY-PFL at the same time. Employees may not use more than a total of 26 weeks of disability and NY-PFL benefits in any 52-consecutive week period. An employee may receive NYS disability or NY-PFL benefits during the post-partum period, but not both at the same time.

NY-PFL leave may be taken in weekly or daily increments. NY-PFL may be taken in shorter increments only if the leave is (1) used for a covered purpose under both NY-PFL and FMLA, (2) the leave is taken concurrently with leave under the FMLA, and (3) intermittent leave is granted.

Employees may choose to coordinate use of vacation, sick time, and floating holidays with NY-PFL payments during NY-PFL leave in order to receive 100% of compensation. Any vacation, sick time or floating holidays taken during NY-PFL leave will be counted against the maximum NY-PFL allotment, even if an employee does not elect to receive NY-PFL benefits during this period of leave.

NY-PFL will run concurrently with leave taken under another law or Company policy if taken for the same qualifying reason.

### **Notice Requirements**

If NY-PFL leave is foreseeable based on an expected birth or placement, planned medical treatment, or known military exigency or otherwise, employees must provide no less than 30 days' notice before the leave is to begin, or as soon as is practicable. When the need for leave is foreseeable, failure to provide 30 days' notice may result in partial denial of a claim. If NY-PFL leave is not foreseeable, if dates of the scheduled leave change or are extended, or were initially unknown, the employee must advise the Company as soon as is practicable.

If NY-PFL is taken on an intermittent basis, employees must advise the Company of the schedule for intermittent leave, to the extent practicable. Employees must also provide notice as soon as is practicable before each day of intermittent leave.

### **Health Benefits While on Leave**

During NY-PFL, the Company will maintain an employee's group health benefits on the same conditions as if the employee had continued working their regular schedule, in accordance with the policies set out in the main Employee Handbook. If an employee chooses not to retain health plan coverage while on NY-PFL or the coverage lapses due to non-payment of premiums, upon the employee's return from NY-PFL, the employee shall be reinstated into the health plan on the same terms the employee had prior to taking leave. (Other benefits will be governed in accordance with the terms of each benefit plan.)

### **Waiver**

Employees may opt to waive their eligibility for NY-PFL if:

- their regular employment schedule is 20 hours or more per week and the employee will not work 26

- consecutive weeks in a 52-consecutive week period; or
- their regular employment schedule is fewer than 20 hours per week and the employee will not work 175 days in a 52-consecutive week period.

Should the regular work schedule of an employee change, such that they will reach the eligibility thresholds detailed above, within 8 weeks of such change any waiver is deemed revoked, and the employee must begin making contributions to the cost of NY-PFL benefits, retroactive to the date of hire, upon receiving notice from the Company.

### **Non-Retaliation Policy and Reinstatement After Leave**

The Company's non-retaliation and non-discrimination policies apply to employees using NY-PFL. Employees will normally be reinstated to the same or a comparable position after their NY-PFL leave ends, consistent with applicable law.

If you believe you may need to take NY-PFL or have any questions, please advise Human Resources.

### **New York's Disability Benefits Law**

New York employees who have been employed by the Company or another covered employer for at least four consecutive weeks are covered under New York's Disability Benefits Law, which provides financial benefits (partial pay) if you are disabled by an off-duty injury or illness, as outlined under the law. Benefits are paid for a maximum of 26 weeks of disability during a 52 consecutive week period. However, there is a 7-day waiting period for which no benefits are paid. Employees may elect to use their accrued vacation, floating holidays, or paid sick time during this waiting period. Benefit rights begin on the eighth consecutive day of disability.

The Company may collect employee contributions, to offset the cost of providing this benefit, in the form of a payroll deduction. This deduction is computed in accordance with the applicable rate as defined by New York Law.

This benefit runs concurrently with the Company's short-term disability policy in the main Handbook. In no event will employees receive more than 100% of their pay for any period of disability.

### **OTHER LEAVES**

#### **Leave for Domestic Violence and Sexual Assault Victims**

An employee who is a victim of domestic violence or sexual assault may take time off for any of the following: (1) to seek medical attention for injuries caused by domestic violence or sexual assault, including for a child who is a victim of domestic violence; (2) to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence; (3) to obtain psychological counseling related to an experience of domestic violence or sexual assault; or (4) to participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault; or (5) to obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

If you need time off on account of domestic violence or sexual assault, you should notify your supervisor as soon as possible so that arrangements to accommodate your absence may be made. If advance notice is not possible, you must provide appropriate written certification of the reason for your absence upon your return to work.

The Company will make reasonable efforts to maintain the confidentiality of any employee requesting time off on account of domestic violence or sexual assault.

Time off on account of domestic violence or sexual assault is unpaid. However, you may elect to substitute any available vacation, floating holidays, or sick time.

## **Family Military Leave**

Eligible New York employees are entitled to take up to 10 days of unpaid Family Military Leave when their military spouse is on leave from deployment during a time of military conflict. To be eligible, an employee must work for the Company an average of at least 20 hours per week, and be the spouse or registered domestic partner of a member of either:

- United States Armed Forces who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States; or
- National Guard or Reserves who has been deployed during a period of military conflict.

Employees wishing to take Family Military Leave must provide notice to the Company within two business days of receiving official notice that the military spouse or registered domestic partner will be on leave from deployment. The employee also must provide documentation certifying that the time period of the military spouse's leave from deployment matches the dates that the employee is requesting leave. The Company prohibits retaliation against an employee for requesting or obtaining leave pursuant to this policy.

## **Voting**

The Company encourages eligible employees to participate in the public election process by voting. Employees who do not have at least four consecutive hours off either between the opening of the polls and the beginning of their workday, or between the end of their workday and the closing of the polls, will be allowed 2 hours of paid time off during work to vote, either at the beginning or end of their shift, as the employer designates or as mutually agreed. Employees must request time off to vote at least 2 days in advance.

## **Crime Victim/Witness Leave**

Employees are permitted unpaid leave to attend court proceedings, consult with the district attorney, or exercise rights provided by law in the following circumstances:

- the employee is a victim of an offense, or the employee's next of kin is a victim, or the employee is a deceased victim's representative, a good Samaritan, or pursuing an application or enforcement of an order of protection under the criminal procedure law or family court act; or
- the employee is subpoenaed to attend a criminal proceeding as a witness.

Employees must notify their supervisor or Human Resources of their intent to appear as a witness prior to the day of attendance. The employee must provide written certification of their service by the party who sought the employee's attendance. Employees may elect to substitute any other applicable paid leave (i.e., vacation, floating holidays, sick time) to which they are entitled.

## **Blood Donation Leave**

Employees who work an average of 20 or more hours per week may take up to three hours of leave in any 12-month period to donate blood. An employee may elect to use applicable paid leave (i.e., vacation, floating holidays, sick time) for this absence.

The Company prohibits retaliation against an employee for requesting or obtaining blood donation leave.

## **Bone Marrow Leave**

Employees who work an average of 20 or more hours per week are permitted an unpaid leave of absence of up to a total of 24 work hours to undergo a medical procedure to donate bone marrow or determine if the employee is a proper donor. The Company may require verification by a physician for the purpose and length of each leave. The length of each leave will be determined by a physician, but may not exceed 24 work hours, unless agreed to by the Company. An employee may elect to use applicable paid leave (i.e., vacation, floating holidays, sick time) for this absence.

The Company prohibits retaliation against an employee for requesting or obtaining leave pursuant to this

policy.

Either the Company or the employee may request an excuse from jury duty if, in the Company's judgment, the employee's absence would create serious operational difficulties.

### **Emergency Responder Leave**

Eligible employees will be allowed time off from work to perform duties as a volunteer firefighter or member of a volunteer ambulance service during a declared state of emergency, unless providing the leave would impose an undue hardship on the Company's business operations.

To be eligible for leave under this policy, employees must have previously provided the Company with written documentation from the fire department or ambulance service notifying the Company of the employee's status as a volunteer firefighter or volunteer ambulance service member, or the employee's volunteer duties must be related to the declared emergency.

Leave under this policy will be unpaid for non-exempt employees, except that employees may elect to use any applicable paid leave (i.e., vacation, floating holidays, sick time) for this absence.

The Company may request certification of the need for leave in the form of a notarized statement from the head of the fire department or ambulance service setting for the time period that the employee's volunteer services were required.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Lactation Accommodation**

In consideration of working mothers who may be breastfeeding, and in accordance with section 206-c of the New York Labor Law, the Company will provide a reasonable amount of break time during the workday to accommodate an employee desiring to express breast milk. If possible, such break time should be taken during the rest or meal breaks already provided to the employee. For non-exempt employees, any additional breaks taken to express milk may be unpaid, to the extent consistent with law.

## **MISCELLANEOUS**

### **Electronic Monitoring**

To ensure proper use of its business equipment, including but not limited to electronic and telephone communication systems, the Company may monitor any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems at any and all times and by any lawful means.

## Harassment/Discrimination/Retaliation Complaint Form for New York Employees

If you believe that you have experienced or witnessed conduct that is prohibited by our Anti-Harassment, Non-Discrimination, and Anti-Retaliation Policy, you are encouraged to use this form to report such conduct or report it verbally to your supervisor, Human Resources, or the Vice President of Legal Affairs.

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**Your Name & Title**

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**Your Phone Number and Email Address**

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**Your Immediate Supervisor/Manager**

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**Date Offending Conduct First Occurred**

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**Date Offending Conduct Last Occurred**

**Harassment/Discrimination:** If you believe that you have been subjected to harassment or discrimination, witnessed it, or have knowledge of harassment or discrimination, please describe the conduct or actions (if you need more space, please continue on a separate piece of paper):

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**Retaliation:** If you believe that you or another employee were treated differently after reporting or helping someone report harassment or discrimination, participating as a witness in an investigation or other judicial or administrative action, or opposing harassment/discrimination, check the box below, state how you or another employee opposed harassment/discrimination, and explain the retaliatory conduct:

I believe that I and/or another employee was retaliated against: ☐

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**Alleged Wrongdoer:** Identify the person or people who harassed, discriminated, and/or retaliated against you and/or another employee (if you need more space, please list them on a separate piece of paper):

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Witnesses:** List all witnesses to the harassing, discriminating, or retaliatory conduct (if you need more space, please list them on a separate piece of paper):

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Documents:** If there are any documents that you believe are relevant to your complaint, please attach them.

**Additional Information:** If there is any additional information that you would like to provide or that you believe would assist us in our investigation, tell us more in the space below (if you need more space, please continue on a separate piece of paper):

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## **M. North Carolina Addendum**

### **Leave for Parent Involvement in Schools**

An employee who is the parent or guardian of, or who stands in loco parentis for, a school-aged child is permitted up to four unpaid hours per year to attend or otherwise be involved at that child's school. The leave shall be at a mutually agreed upon time between the Company and the employee. The Company requires the employee to make a written request for the leave at least 48 hours before the time desired for the leave. The Company may also require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave. Employees may elect to use accrued paid time off for this absence.

"School," for purposes of this policy includes public and private grade schools, preschools, child care facilities, as defined by North Carolina law.

### **Disaster Response Leave**

Employees who are members of volunteer fire departments, rescue squads, or emergency medical services agencies called into service after the Governor or the General Assembly has proclaimed a state of emergency, or upon the activation of the State Emergency Response Team, will be allowed a leave without pay. Employees may elect to use earned paid time off (e.g., vacation, floating holidays) during this leave.

To be entitled to this leave, the Company must be provided with a letter requesting the services of the employee from the Director of the Division of Emergency Management or by the head of a local emergency management agency.

## **N. Ohio Addendum**

### **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

#### **Pregnancy Related Disability Leave**

Employees are entitled to reasonable leaves of absence necessary for temporary disabilities from pregnancy, childbirth, or related medical conditions. Employees may use any available short-term disability (STD), vacation, floating holidays, and/or sick time during this leave of absence; otherwise, such leave will be unpaid.

### **OTHER LEAVES**

#### **Family Military Leave**

As set forth in this policy, eligible employees may take a family military leave once per calendar year – up to ten days or 80 hours, whichever is less – if all of the following conditions are satisfied:

- The Company has employed the employee for at least 12 consecutive months and for at least 1,250 hours in the twelve months immediately preceding commencement of the leave.
- The employee is the parent, spouse, or a person who has or had legal custody of a person who is a member of the uniformed services and who is called into active duty in the uniformed services for a period longer than 30 days or is injured, wounded, or hospitalized while serving on active duty in the uniformed services.
- The employee gives notice to the Company that the employee intends to take leave pursuant to this section at least 14 days prior to taking the leave if the leave is being taken because of a call to active duty, or at least two days prior to taking the leave if the leave is being taken because of an injury, wound, or hospitalization. If the employee receives notice from a representative of the uniformed services that the injury, wound, or hospitalization is of a critical or life-threatening nature, the employee may take the leave under this section without providing notice to the Company.
- The dates on which the employee takes leave pursuant to this section occur no more than two weeks prior to, or one week after, the deployment date of the employee's spouse, child, or ward or former ward.
- The employee does not have any other leave available for the employee's use except sick leave or disability leave.

The Company will continue to provide benefits to the employee during the period of time the employee is on leave pursuant to this section. The employee shall be responsible for the same proportion of the cost of the benefits as the employee regularly pays during periods of time when the employee is not on leave. The Company is not required to pay salary or wages to the employee during the period of time the employee is on leave pursuant to this section.

Upon the completion of the leave taken pursuant to this policy, the Company shall restore the employee to the position the employee held prior to taking that leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment. The Company may require an employee requesting to use the leave established under this policy to provide certification from the appropriate military authority to verify that the employee satisfies specific leave criteria.

#### **Volunteer Fire Fighter/EMT Emergency Response Leave**

An employee who is a volunteer fire fighter, or volunteer provider of emergency medical services ("EMT") who is responding to an emergency prior to the employee's reporting time, will not be discharged or disciplined for being absent or coming to work late. The employee must submit a written notification to the Company no later than 30 days after being certified as a volunteer firefighter or a volunteer EMT. The employee also must make every effort to notify the Company that they may report late or be absent from work because of being dispatched to an emergency. If notification is not possible, the employee must provide the Company with a written explanation from the chief of the volunteer fire department or the director of the EMS services. A written statement from the supervisor of the volunteer fire department or other emergency service certifying that the employee responded to an emergency may be required.

For non-exempt employees, any time lost due to emergency response leave will be unpaid. For exempt employees, only full days of time lost due to emergency response leave will be unpaid. However, employees may elect to utilize accrued paid time off for this leave.

#### **WITNESS/CRIME VICTIM LEAVE**

The Company will provide an unpaid leave of absence for any employee who is a witness to or a victim of a crime for the purpose of: (1) responding to a subpoena to serve as a witness before a grand jury or in a criminal proceeding; (2) responding to a subpoena issued in a juvenile court proceeding; (3) assisting, at the prosecution's request, in preparing for or attending a criminal or delinquency proceeding in which the employee is the victim, a family member of the victim, or the victim's representative; or (4) participating in a hearing before the youth services release authority as the victim or victim's representative. If the proceeding pertains to an offense against the Company or an offense involving the employee during the course of employment, such leave will be paid by the Company. Employees who intend to take Witness or Crime Victim Leave should notify their manager at least five days' in advance, if the need for leave is foreseeable, or as soon as possible if the need is unforeseeable. Employees may also be asked to provide the Company with evidence of their need for leave under this policy.

## **O. Pennsylvania Addendum**

### **Volunteer Emergency Service**

The Company will not terminate or discipline an employee who is a volunteer firefighter, fire police officer, or volunteer member of an ambulance service or rescue squad, and in the line of duty has responded to a call prior to reporting to work and as a consequence misses work time. For non-exempt employees, any time lost due to emergency response leave will be unpaid. For exempt employees, only full days of time lost due to emergency response leave will be unpaid. However, employees may elect to utilize accrued vacation or floating holidays for this leave.

Employees who are called to volunteer service and lose work time must supply the Company with a statement from the chief executive officer of the volunteer fire company, ambulance service or rescue squad, documenting the time of the call and the employee's presence at the scene.

The Company will not discriminate against an employee who has been injured in the line of duty as a volunteer firefighter, fire police officer, or volunteer member of an ambulance service or rescue squad.

### **Failure to Report During State of Emergency**

The Company will not terminate or discipline an employee for failing to report to work due to a closure of the roads in the county of the employee's residence or the county of the Company's place of business resulting from a state of emergency declared by the governor. The employee will not be paid for a work day on which the employee fails to report to work under this policy.

## **P. Texas Addendum**

### **Political Activity Leave**

Employees are permitted unpaid leave to attend political conventions in which the employee is eligible to participate or to attend a county, district, or state convention to which the employee is a delegate. The employee must provide advance written notice to the Company of the need for leave to attend a political convention. On days when you are not attending any such activity, or if your regular hours do not conflict with political activity leave, you are expected to come to work as usual. Failure to notify your supervisor may result in disciplinary action, up to and including termination of employment.

### **Emergency Evacuation Leave**

Employees are permitted unpaid leave to participate in a general public evacuation ordered under an emergency evacuation order. The Company will not discharge or discriminate against any employee because he/she was required to take leave to participate in a general public evacuation ordered under an emergency evacuation order.

## **Q. Virginia Addendum**

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment**

In accordance with the Virginia Human Rights Act, in addition to the protected categories listed in the Employee Handbook, the Company will not discriminate against individuals because of or on the basis of traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists.

### **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

#### **Reasonable Accommodation of Pregnancy**

In accordance with the Virginia Human Rights Act, Va. Code § 2.2-3909, it is the Company's policy to prohibit discrimination against pregnant workers, workers who have given birth, or have any medical or common conditions related to pregnancy or childbirth, including lactation.

Under Virginia law, if you are pregnant, have given birth or have any medical or common conditions related to pregnancy or childbirth, you may be eligible for a reasonable accommodation to perform the essential functions of your job, and to enable you to enjoy benefits and privileges of employment equal to those enjoyed by non-pregnant employees.

A reasonable accommodation will be provided in cases where the accommodation would not create an undue hardship to the Company. Reasonable accommodations under this policy may include more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to records from childbirth.

Determining whether a reasonable accommodation exists and is appropriate is an individualized process. The Company will engage in a good faith interactive process with an employee who has requested an accommodation pursuant to this policy to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided. Decisions will be made on a case-by-case basis, depending upon the individual involved and the essential functions of the position. No specific form of accommodation is guaranteed.

If you believe that you need a reasonable accommodation due to pregnancy, childbirth or related medical conditions (including lactation), contact Human Resources to request a reasonable accommodation or for more information.

The Company prohibits retaliation against anyone for requesting or using a reasonable accommodation for pregnancy, childbirth or related medical conditions.

#### **Reasonable Accommodation of Disability**

In accordance with the Virginia Human Rights Act, Va. Code § 2.2-3905.1, it is the Company's policy to provide reasonable accommodations for otherwise qualified persons with disabilities if necessary to assist such person in performing a particular job, unless the accommodation would impose an undue hardship on the employer.

"Person with a disability" means any person who has a physical or mental impairment that substantially limits one or more of his or her major life activities or who has a record of such impairment. The Company will not, in response to a request for a reasonable accommodation for disability, take adverse actions against an employee, deny employment or promotions, or require an employee to take leave if another reasonable accommodation can be provided.

A reasonable accommodation will be provided in cases where the accommodation would not create an

undue hardship to the Company. Reasonable accommodations under this policy may include modifying work policies, permitting the use of leave, reassignment to a vacant position, acquisition or modification of equipment, assistance with manual labor, job restructuring, a modified work schedule, and light duty assignments.

Determining whether a reasonable accommodation exists and is appropriate is an individualized process. The Company will engage in a good faith interactive process with an employee who has requested an accommodation to determine if the requested accommodation is reasonable and, if not, discuss alternative reasonable accommodations that may be provided. Decisions will be made on a case-by-case basis, depending upon the individual involved and the essential functions of the position. No specific form of accommodation is guaranteed.

If you believe that you need a reasonable accommodation due to disability, contact Human Resources to request a reasonable accommodation or for more information.

The Company prohibits retaliation against anyone for requesting or using a reasonable accommodation under this policy. Any person who believes that they were discriminated against on this basis may file a complaint with the Office of Civil Rights at [www.ag.virginia.gov](http://www.ag.virginia.gov).

## **OTHER LEAVES**

### **Jury Duty and Court Appearances**

Any employee who is summoned to serve on jury duty or any employee, except a defendant in a criminal case, who is summoned or subpoenaed to appear in any court of law or equity when a case is to be heard or who, having appeared, is required in writing by the court to appear at any future hearing, will not be discharged from employment or have any adverse personnel action taken against him or her. Additionally, an employee will not be required to use vacation as a result of his or her absence from employment due to such jury duty or court appearance, upon giving reasonable notice to the Company of such court appearance or summons.

No employee who is summoned and appears for jury duty for four or more hours, including travel time, in one day shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his or her appearance for jury duty or begins before 3:00 a.m. on the day following the day of his or her appearance for jury duty.

### **Civil Air Patrol Leave**

An employee who is a volunteer member of the Civil Air Patrol is entitled to leave without loss of seniority, accrued leave, benefits, or efficiency rating to train for or respond to related emergency missions. Eligible Employees may take up to 10 workdays per federal fiscal year to train for related emergency missions and up to 30 workdays per federal fiscal year to respond to related emergency missions.

Employees who request Civil Air Patrol leave must provide: (1) a certification that they are authorized by the U.S. Air Force, Virginia's governor, or a department, division, agency, or political subdivisions of the state to train for or respond to emergency missions; and (2) verification from the Civil Air Patrol of the emergency need for their volunteer service.

Civil Air Patrol leave is unpaid, but employees may choose to use any accrued and available paid time off.

### **Election Officer Leave**

Any employee who serves as an election officer will not be discharged from employment or have any adverse personnel action taken against him or her because of such service. Additionally, an employee will not be required to use vacation as a result of his or her absence from employment due to such service, provided the employee gives reasonable notice to the Company of such service. No employee who serves for four or more hours, including travel time, on his or her day of service shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his or her service or begins before 3:00 a.m. on the day following the day of his or her service.

## **R. Washington Addendum**

### **ACCRUED TIME OFF**

#### **Seattle Paid Sick Time (Seattle Only)**

This policy supplements the Paid Sick Time policy in the Employee Handbook and applies to all employees who perform their work in Seattle or who are based outside of Seattle but perform 240 hours of work in Seattle during a calendar year. Once an employee works 240 hours in any calendar year, the employee will be covered by the Seattle Paid Sick and Safe Time (Seattle PSST) law until he no longer performs any work in Seattle. Vontier is a Tier 2 employer for purposes of the Seattle PSST law.

#### **Grant of Sick Time**

In addition to the 40 hours of paid sick time that an employee receives under the Company's Sick Time Policy, Seattle employees will be granted an additional 12 hours of paid sick time per calendar year.

#### **Use/Accrual Cap**

There is no cap on accrual or annual use of paid sick time for Seattle employees.

#### **Carryover**

Although there is no cap on accrual, employees may only carry over up to 56 hours of accrued, unused paid sick time to the following year.

#### **Increments of Use**

Eligible employees are entitled to use available paid sick leave in the smallest increment allowed by the payroll system.

#### **Reasons for Use**

Seattle employees may use sick time for the following reasons:

- Employee illness, injury or health condition, medical diagnosis care or treatment or need for preventive medical care, including when employees are recommended by public health officials to self-quarantine.
- Care of family member with illness, injury or health condition, medical diagnosis, care or treatment or preventive medical care.
- When the employee's place of business has been closed by order of a public official, for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material.
- When the employee's family member's school or place of care has been closed.
- For certain reasons related to domestic violence, sexual assault or stalking, including to enable the employee to (a) seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family or household members; (b) seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family or household member; (c) obtain, or assist a family or household member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program; (d) obtain, or assist a family or household member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking; or (e) participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family or household members.

#### **Notice of Need for Sick Time**

If the need for sick time is foreseeable, employees must provide notice no later than 10 days before the



employee's absence. If the need for sick time is not known 10 days in advance, the employee must provide notice as early as possible. Employees should make a reasonable effort to schedule use of sick time in a manner that does not unduly disrupt the Company's operations. If the need for sick time is unforeseeable, employees should provide as much notice as is practicable under the circumstances. If an employee is unable to provide notice, notice may be provided by another individual on the employee's behalf.

If an employee needs to use sick time for reasons related to domestic violence, sexual, assault, and/or stalking, and the need for time off is foreseeable, the employee should give advance notice to their manager of the need for sick time in advance. When an employee is unable to give advance notice because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or his or her designee must give notice to the Company no later than the end of the first day that the employee takes such sick time.

Employees will not be required to disclose the nature of the illness or details related to domestic violence, sexual assault, or stalking.

### **Documentation/Unreasonable Burden Or Expense**

The Company may require an employee to submit documentation verifying the need for sick time if an employee is absent for more than three consecutive days. If required to submit documentation to support paid sick time usage, the employee must submit the required documentation to the Company within 10 calendar days after the first day of the employee's use of paid sick leave.

If an employee believes the Company's documentation requirement will result in an unreasonable burden or expense, the employee can submit an oral or written explanation to the Human Resources Department which asserts: (i) the paid sick time use is proper, and (ii) how the verification requirement creates an unreasonable burden or expense. The Company will consider the employee's explanation consistent with applicable law.

Within 10 calendar days of receiving the employee's request, Human Resources will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

Possible options may include, but are not limited to:

- Company-provided transportation;
- Sharing the cost of getting a note from a medical provider;
- Providing a note of explanation in lieu of other forms of verification; or
- Exempting the employee from the verification requirement based on the explanation provided.

The Company may choose not to pay an employee for paid sick leave taken for such absences until verification is provided. An employee has the right to contact the Human Resources Department if the employee believes the proposed alternative still results in an unreasonable burden or expense.

If an employee is not satisfied with the Company's alternatives, they may consult with the Washington State Department of Labor & Industries.

Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights)

Call (toll-free): 1-866-219-7321

Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices)

Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov)

The Company will not retaliate against or take adverse action against an employee for using sick time under this policy.

### **Washington Family Care Act - Use of Sick Time**

Under the Washington Family Care Act, Washington employees may use their vacation, sick leave, and/or floating holidays to care for their child with a health condition that requires treatment or supervision, or to

care for their spouse, registered domestic partner, parent, parent-in-law, parent of their registered domestic partner, or grandparent with a serious health condition or an emergency condition.

## **FAMILY AND MEDICAL LEAVES**

### **Washington Paid Family and Medical Leave**

Washington's Paid Family and Medical Leave ("WPFML") is a mandatory statewide insurance program administered by the Employment Security Department ("ESD"). The ESD provides partial wage replacement benefits that may be used by eligible Washington employees who take a leave from work for qualifying reasons. WPFML benefits are partially funded through employee contributions via payroll deductions based on a formula determined by the State of Washington. The rate of employee contributions is reviewed annually by the State and is subject to change.

#### **Eligibility**

Washington employees are eligible for WPFML benefits if they have worked at least 820 hours (equal to 16 hours a week for a year) during either: (1) the first four of the last five completed calendar quarters; or (2) the last four completed calendar quarters immediately preceding the application for leave ("the Qualifying Period"). Employees are eligible if they have worked 820 hours in the Qualifying Period regardless of the number of employers or jobs they had and regardless of whether the work was temporary, part-time, or full-time.

#### **Amount of Leave And Qualifying Reasons**

Eligible employees may take up to 12 weeks of "family leave" or "medical leave" per claim year, up to a maximum annual aggregate. Employees may take WPFML for a:

- medical leave for the employee's own serious health condition;
- family leave to care for a family member with a serious health condition;
- family leave to bond with the employee's child during the first 12 months after birth or placement of a child under the age of 18 years old ("placement" refers to adoption or foster care); or
- family leave for any qualifying exigency as permitted under the federal FMLA for covered family members.

WPFML defines "family members" as:

- Spouse and domestic partners
- Children (biological, adopted, foster or stepchild)
- Parents and legal guardians (or spouse's parents)
- Siblings
- Grandchildren
- Grandparents (or spouse's grandparents)

If employees face multiple events in a year, they may be eligible to receive up to 16 weeks of leave, and up to 18 weeks if they experience a serious health condition during pregnancy that results in incapacity.

WPFML benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of WPFML benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or Company policy.

#### **Increments Of Use**

WPFML may be taken in weekly or daily increments as long as the minimum claim duration is eight consecutive hours in a week. WPFML may be taken in shorter increments when running concurrently with other forms of leave (such as FMLA) and where intermittent leave in shorter increments is granted or allowed.

## **Notice**

If need for WPFML is foreseeable based on an expected birth or placement, the employee must provide the Company with no fewer than 30 days' written notice before the date the employee intends to take leave for the birth or placement of a child. However, if the date of the birth or placement requires leave to begin in fewer than 30 days, the employee must provide such written notice as soon as is practicable.

If need for WPFML is foreseeable based on the serious health condition of an employee or family member, the employee must: (1) make a reasonable effort to schedule the treatment so it does not unduly disrupt the Company's operations, subject to approval from the employee's or family member's health care provider, as appropriate; and (2) provide no fewer than 30 days' written notice before the date the employee intends to begin the leave for a qualifying serious health condition. However, if the date of the treatment requires WPFML to begin in fewer than 30 days, the employee must provide such written notice as soon as is practicable.

If need for WPFML is unforeseeable, an employee must provide written notice to the Company as soon as is practicable under the facts and circumstances of the particular situation.

In order to obtain approval for any leave of absence, employees must contact the Human Resources Department. Nothing in this policy guarantees that the Company will provide additional leaves of absence other than those already required by applicable federal, state, and/or local law or Company policy. Employees will be required to provide documentation of their need for WPFML consistent with applicable law.

## **Wage Replacement Benefits**

The Paid Family and Medical Leave fund is administered by the ESD, not the Company, which means that employees must apply directly to the ESD to receive this benefit. The ESD, and not the Company, determines eligibility for this benefit. To apply for WPFML, visit: <https://paidleave.wa.gov/apply-now/>.

Employees may choose to supplement their WPFML benefit payments by using Company-sponsored leave such as paid sick time, vacation, floating holiday, or, if eligible, short-term disability benefits. This election will allow employees to receive full pay while on WPFML. In no event shall an employee receive more than 100% of his or her regular pay from a combination of WPFML and other Company-sponsored leave periods.

Employees are not permitted to receive WPFML benefits if they are receiving workers' compensation loss time benefits or unemployment benefits.

## **Intersection of WPFML and Other Forms of Leave**

If WPFML is taken for a qualifying reason under both the WPFML law and the federal Family and Medical Leave Act ("FMLA"), then WPFML will run concurrently with FMLA leave. WPFML leave may also run concurrently with other forms of leave, as permitted by law.

For pregnancy-related leaves, FMLA and WPFML run concurrently if employees wish to apply for WPFML during the disability portion of the leave to collect wage replacement benefits.

## **OTHER LEAVES**

### **Leave for Victims of Domestic Violence, Sexual Assault, and Stalking**

Washington employees are entitled to a reasonable amount of paid or unpaid leave to: (1) seek law enforcement or legal assistance to ensure the health and safety of the employee or the employee's family member, or to prepare for, or participate in, any legal proceeding related to domestic violence, sexual assault, or stalking; (2) seek health care treatment for physical or mental injuries caused by domestic violence, sexual assault or stalking, or to attend to health care treatment for a victim who is the employee's family member; (3) obtain (or assist a family member in obtaining) services from a domestic violence shelter, rape crisis center, or other social service program for relief from domestic violence, sexual assault, or stalking; (4) obtain (or assist a family member in obtaining) mental health counseling related to domestic

violence, sexual assault, or stalking; or (5) participate in safety planning, to temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family member from future domestic violence, sexual assault, or stalking. A family member includes an employee's child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship who is a victim of domestic violence, sexual assault, or stalking. The employee may take the leave intermittently.

### **Washington Military Family Leave Law**

A Washington employee who works an average of 20 or more hours per week may be eligible to take a family military leave under the Washington Military Family Leave Law. If eligible, and the employee's spouse or registered domestic partner is a member of the Armed Forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed, the employee may take up to 15 days of unpaid military family leave per deployment. The leave may be taken after the employee's spouse or registered domestic partner has been notified of an impending call or order to active duty and before deployment or when the employee's military spouse or registered domestic partner is on leave from deployment.

Employees are required to give notice of their intention to take military family leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

If an employee is eligible for and takes leave that is covered under both the Washington Military Family Leave Law and the federal Family and Medical Leave Act (FMLA), then the leave will count against both the employee's Washington and FMLA leave entitlements, and the leave under both laws will run concurrently. When appropriate, FMLA leave and Washington leave will run concurrently with leave under any other law or Company policy.

### **Emergency Services Personnel Leave**

Washington employees who are volunteer fighters, reserve officers and civil air patrolmen and women are entitled to leave to respond to an alarm of fire or an emergency call. For purposes of this policy, a "volunteer firefighter" means a firefighter who: (1) is not paid; (2) is not already at his or her place of employment when called to serve as a volunteer, unless the Company agrees to provide such an accommodation; and (3) has been ordered to remain at his or her position by the commanding authority at the scene of the fire. A "reserve officer" does not include enforcement officers who are eligible for participation in the Washington law enforcement officers' and firefighters' retirement system or the Washington public employees' retirement systems, with respect to periods of service in such capacity.

The Company will not discharge or discipline a volunteer firefighter or reserve officer because of leave taken related to an alarm of fire or an emergency call, nor a civil air patrol member involved in an emergency service operation.

## **PARENTAL AND PREGNANCY-RELATED LEAVES/ACCOMMODATIONS**

### **Washington Pregnancy and Lactation Accommodation**

In addition to pregnancy disability and/or medical leave, as necessary, the Company will make every effort to reasonably accommodate pregnant employees who continue to work during pregnancy. Upon the employee's request, the Company will provide frequent, longer, or flexible restroom breaks, modify a no food or drink policy, provide seating or allow the employee to sit more frequently, and will not require the employee to lift more than 17 pounds.

The Company will also consider pregnant employees' requests for other accommodations. The employee is encouraged to consult her physician to determine what, if any, workplace accommodations may be necessary during pregnancy and to promptly notify the Company's Human Resources Department of the need for any accommodation. The Company is committed to providing pregnant employees with a safe and welcoming workplace, free from discrimination on the basis of pregnancy.

Further, in consideration to working mothers who may be nursing, and in accordance with Washington law, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. If possible, such break time should be taken during the

rest or meal breaks already provided to the employee. If it is not possible for a lactation break to run concurrently with existing breaks, then a separate break will be provided. For non-exempt employees, any additional breaks taken to express milk may be unpaid to the extent consistent with applicable law.

For purposes of expressing breast milk, the Company will provide a private, safe, and sanitary room, other than a restroom, within a reasonable proximity to the employee's workspace, which is shielded from view and free from intrusion and toxic and hazardous materials. This room will have access to electricity, a chair or other suitable place to sit, and a surface on which to place a pump and other personal items. Additionally, a sink with running water and a cooling device suitable for storing breast milk will be in reasonable proximity to the employee's workspace.

## **Pregnancy Disability Leave of Absence**

The Company provides an unpaid extended medical leave of absence to eligible regular employees who are unable to work due to a non-occupational disability, including a disability associated with pregnancy or childbirth. Employees are eligible if they:

- Are not eligible for Family and Medical Leave;
- Are entitled to pregnancy disability leave in addition to WPFML; or
- Have medical leave needs that will exceed their remaining Family and Medical Leave.

Unless otherwise required by applicable law, the length and availability of this leave is in the Company's discretion and will depend on a balancing of the Company's business needs and the employee's needs.

Extended medical leave will generally be granted for up to six weeks. For a normal pregnancy and childbirth, a doctor will typically certify that a woman is disabled for four to six weeks after childbirth.

## **Notice and Certification Requirements**

The employee must provide the Company with at least 30 days' notice of their need for extended medical leave if the need for leave is foreseeable. If the need for leave is not foreseeable, the employee must give notice as soon as possible (generally the same day or the day after learning of the need for leave) and, in any event, no later than one hour before the start of the scheduled shift. If the emergency nature of the absence prevents one hour advance notice, the employee must call in as soon as you are able.

All requests for extended medical leave must be in writing directed to the Human Resources Department. The request must:

- State the dates of leave
- Be accompanied by a physician's statement certifying that the employee is unable to work due to a disability
- State the necessity and duration of the leave
- Provide supporting medical basis for the certification.

If the employee does not provide adequate or timely notice of the need for leave, the required certification or cooperate with efforts to authenticate, clarify, or otherwise determine leave eligibility, the Company may delay or deny the leave.

## **Compensation During Leave**

While on medical leave, the employee must use all accrued vacation, sick time, and/or floating holidays. All of these payments will be coordinated with any state disability, disability insurance payments, or other wage reimbursement benefits for which the employee may be eligible. The employee will not receive a greater total payment than their regular compensation. Regular salary payments are not made during medical leave. Vacation will not accrue during unpaid portions of medical leave, and holidays will not be paid during medical leave.

**Benefits During Leave**

If the employee is covered by the Company's health insurance plan, the employee may elect to continue health insurance coverage under COBRA. The employee must pay their portion of coverage.

**Fitness for Duty Certificate**

The Company will require a fitness for duty certificate from a doctor as a condition of the employee returning to work.

**Status Reports**

The employee may be required to send the Company periodic reports concerning the employee's status and intent to return to work. The Company may also require subsequent recertification supporting the need for leave.

## **S. Wisconsin Addendum**

### **EEO AND DISCRIMINATION**

#### **Discrimination and Harassment**

The Company is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. In addition to the reasons set forth in the Employee Handbook, the Company strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of arrest record, conviction record, marital status, military status, declining to attend a meeting or to participate in any communications that are religious or political, and/or use or nonuse of lawful products off the employer's premises during non-working hours. We interpret these protected statuses broadly to include both the actual status and also any perceptions and assumptions made regarding these statuses.

### **FAMILY AND MEDICAL LEAVES**

#### **Wisconsin Family Medical Leave**

The Wisconsin Family Leave Act provides more generous benefits or eligibility than the FMLA as follows:

- Eligible employees must have worked for the Company for at least 52 consecutive weeks and worked or been paid for at least 1,000 hours during the preceding 52-week period.
- Eligible employees may use WFMLA to care for a registered domestic partner or the domestic partner's parent with a serious health condition. The federal FMLA does not cover registered domestic partners.

If eligible, employees are entitled to the following WFMLA each calendar year:

- Two weeks of medical leave for the employee's own serious health condition; and
- Six weeks of family leave for the birth of an employee's child or placement of a child with an employee for adoption (or as a precondition to adoption if required by Wisconsin law); and
- Two weeks of family leave to care for an employee's child (including a child 18 years of age or older who is unable to care for himself or herself due to serious health condition), spouse, domestic partner, or parent with a serious health condition. WFMLA family leave may be taken to care for an employee's step-parent, parent-in-law, or parent of your domestic partner.

WFMLA family leave for birth or adoption must commence within 16 weeks before or after the birth or placement, and may be taken intermittently or on a reduced schedule. Employees must schedule such intermittent or reduced schedule leave to avoid unduly disrupting the Company's operations.

Employees returning from a WFMLA leave generally will be reinstated to the same or equivalent job if they return on or before their leave expires, subject to any applicable exceptions. Employees have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken a leave.

If employees are eligible for and take leave that is covered under both the WFMLA and FMLA, then the leave will count against both the employee's WFMLA and FMLA leave entitlements, and the leave under both laws will run concurrently.

Please contact Human Resources for additional questions regarding the scope and availability of WFMLA leave.

### **OTHER LEAVES**

#### **Bone Marrow and Organ Donation Leave**

Eligible employees are entitled to leave to serve as bone marrow or organ donors. Employees will be eligible for leave if they have worked for the Company for 52 consecutive weeks and for at least 1000 hours during

the 52-week period. Those employees may take leave only for the period necessary to undergo and recover from the donation procedure. This leave may last no more than six weeks in a 12-month period. This leave generally will be unpaid. In some instances, eligible employees may substitute paid leave for portions of otherwise unpaid bone marrow or organ donor leave. Eligible employees must request to substitute paid leave when requesting bone marrow or organ donation leave. The Company will inform the employee whether they are eligible to substitute paid leave.

### **Emergency Response Leave**

The Company will provide an unpaid leave of absence to any employee who is a volunteer firefighter or a member of a volunteer emergency medical service and who is late to or absent from work as a result of responding to an emergency call prior to the start of the employee's scheduled shift. To be eligible for Emergency Response Leave, you must notify their manager as soon as an employee becomes an emergency responder. Employees must also provide their manager with notice prior to the beginning of an employee's scheduled work shift if you are going to be late or absent due to your emergency response duties. Upon your return to work, please provide your manager with a written from the fire chief or other officer in charge at the time of the emergency activity, indicating the time that you were engaged in the emergency response.

Emergency Response Leave is generally unpaid, but an employee may substitute any accrued and available paid time off (i.e., vacation, floating holidays).

### **Voting Leave**

Any employee entitled to vote at an election is entitled to be absent from work while the polls are open for a period not to exceed three successive hours to vote. The employee shall notify the Company before election day of the intended absence, and the Company may designate the time of day for the absence. No penalty, other than a deduction for time lost, will be imposed upon an employee by the Company by reason of the absence authorized under this policy.

### **Civil Air Patrol Service Leave**

The Company will provide unpaid leave to eligible employees who are members of the Civil Air Patrol to participate in emergency service operations. A Civil Air Patrol emergency service operation may include certain search and rescue missions, operations to provide disaster relief or humanitarian services, or other operations in support of the United States Air force or Civil Air Patrol. Eligible employees must have notified the Company in writing of their membership in the Civil Air Patrol prior to the emergency service operation. Civil Air Patrol Service Leave may not last for more than 5 consecutive day or exceed 15 days total in one year. The Company may deny a request for leave if such leave would unduly disrupt the Company's operations.